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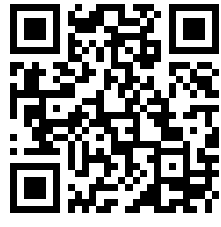

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# Steel card and filing cabinets

by

# Library Bureau


**Executive Offices**
230 Albany street, Cambridge, Mass.

**Factories**
Cambridge, Mass. Ilion, N. Y. Chicago New York London

**Salesrooms**
Boston, 43 Federal street
New York, 316 Broadway
Chicago, 6 North Michigan avenue
Philadelphia, 910 Chestnut street

Albany, 51 State street
Atlanta, 102 North Pryor street
Baltimore, 14 Light street
Birmingham, Vault Floor, Jefferson Co. Bank bldg.
Bridgeport, 989 Main street
Buffalo, 120-122 Pearl street
Cincinnati, 525 Walnut street building
Cleveland, 243 Superior arcade
Columbus, 20 South Third street
Denver, 450-456 Gas & Electric building
Des Moines, 203 Hubbell building
Detroit, 1416 Washington boulevard
Erie, Pa., Commerce building
Fall River, 29 Bedford street
Hartford, 78 Pearl street
Houston, 1116 Texas avenue
Indianapolis, 212 Merchants Bank building
Kansas City, 215 Ozark building, 928 Main street
Louisville, 508 Republic building
Milwaukee, 620 Caswell block
Minneapolis, 428 Second avenue, South
New Orleans, 512 Camp street
Newark, N. J., 31 Clinton street
Pittsburgh, 637-639 Oliver building
Portland, Me., 665 Masonic building
Providence, 79 Westminster street
Richmond, 1223-24 Mutual building
St. Louis, 805-815 Arcade building
St. Paul, 131 Endicott arcade
Scranton, 409 Connell building
Springfield, Mass., Whitney bldg., 310 Main st.
Syracuse, 401-407 Gurney building
Toledo, 620 Spitzer building
Washington, 743 Fifteenth street, N. W.
Worcester, 527 State Mutual building

**Distributors**
Dallas, Parker Bros., 1918 Commerce street
Salt Lake City, C. G. Adams, 203-204 Ness building

PACIFIC COAST

F. W. Wentworth & Co.
San Francisco, 539 Market street
Oakland, 306 Thirteenth street
Portland, 819 Spaulding building
Seattle, 912 Third avenue

McKee & Wentworth
Los Angeles, 440 Pacific Electric building

**Salesrooms in Great Britain and France**
London, 4, Cheapside, E. C.
Manchester, 59, Cross street
Birmingham, Central House, 75, New street
Cardiff, 5, St. John's square
Paris, 13, rue du Quatre Septembre


Catalog no. 707—5-'22

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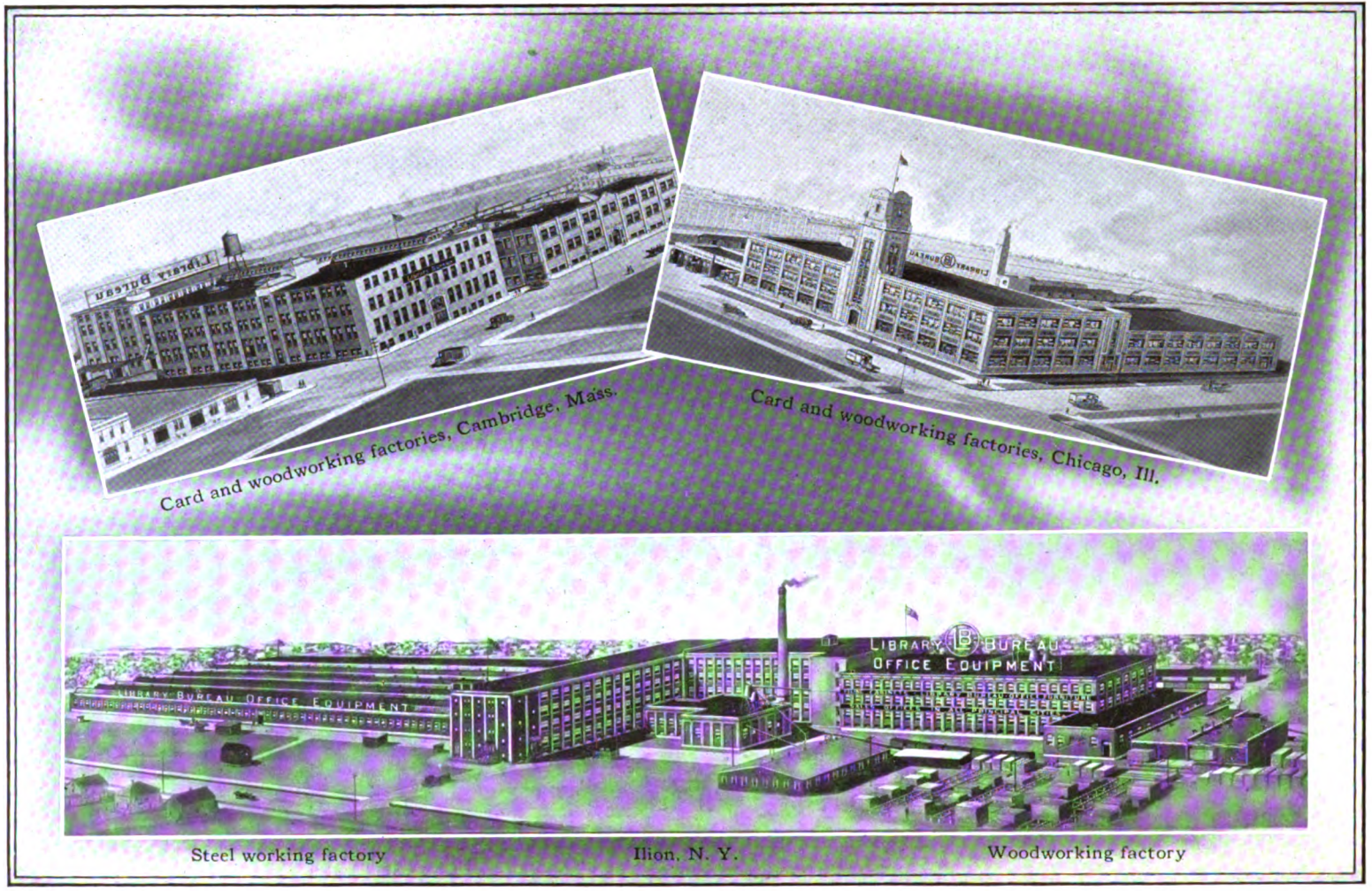


Card and woodworking factories, Cambridge, Mass.

Card and woodworking factories, Chicago, Ill.

Steel working factory — Ilion, N. Y. — Woodworking factory

**Principal factories, Library Bureau**

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# Steel card and filing cabinets

IBRARY BUREAU originated the card (record) system and the vertical file, and developed them. To-day, these features are as necessary to the transaction of business as the telephone and the typewriter.

Every card record and filing system requires these three parts,—cards or folders, guides, and a cabinet for housing the cards or folders. Not the least important of these is the cabinet.

The smooth-working L. B. steel file of to-day, with all its conveniences and refinements, is a long way ahead of the first crude but practical L. B. card tray. Results in the way of improvements have been achieved, step by step, in the forty-five years' experience which L. B. has had in dealing with card and filing problems in every kind of business, public service, and government work.

The steel card and filing cabinets described and illustrated in the following pages are the product of Library Bureau's modern steel plant in Ilion, New York. They represent the highest type of construction and workmanship, and are built to carry out the idea embodied in the system they serve.

This product is not merely a commodity but a component part of a practical working system, another instance where L. B. has been in the lead in originating and developing.

Built upon correct engineering principles, L. B. steel cabinets have stood and will stand the most severe usage. Cabinets in use for years attest this fact.

Drawers constructed to make the handling of records easy, ball-bearing slides to make the drawers run smoothly, followers to keep the folders and cards in correct working position,—all the *know-how* acquired from more than two score years' experience are combined in these cabinets.



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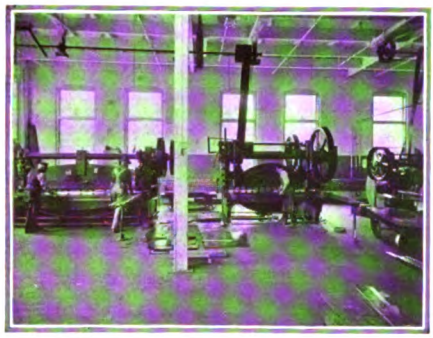
# Steel card and filing cabinets



**At the first operation**

A group of huge shears cutting the steel plates to exact size. Sheets of steel one-quarter of an inch thick and ten feet long are cut as accurately as though of paper

THE demand for steel cabinets for filing every kind of record follows naturally upon the present-day practice of producing in metal the countless things formerly made in wood.

In office card and filing equipment this demand is traceable to the desire for compactness, cleanliness, durability, freedom from effects of climatic changes, and for fire-resisting qualities.

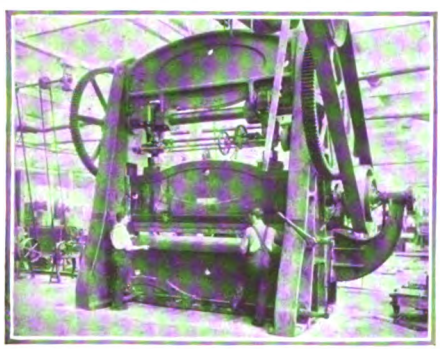
Library Bureau steel furniture possesses all of these qualities. In addition, it has beauty of form and outline.

Every mechanical feature has been thoroughly tested both from the standpoint of simplicity and of completely serving the purpose for which it is intended. Constructed on the same basic principles which underlie the best modern engineering practices, Library Bureau steel cabinets are designed to give a lifetime of service.

**One of the many punch and die presses**

These presses fashion with absolute accuracy the varied smaller parts and devices which go into the making of L. B. steel furniture

Years of practical study in the design of card and filing equipment have enabled Library Bureau to produce a line of units unsurpassed in strength, ease of operation, durability, and beauty of design.



**One of the bending and forming presses**

This press weighs 70,000 pounds, and is capable of exerting the enormous bending pressure of 800,000 pounds

## Materials

In the construction of Library Bureau units, only the best materials are used. All exterior surfaces and working parts are of metallic furniture stock, rolled to our own specifications, from American open-hearth bars, and patent leveled to insure freedom from warp or buckle. For interior parts, such as drawer sides and bottoms, roller leveled steel is used.

The hardware used on Library



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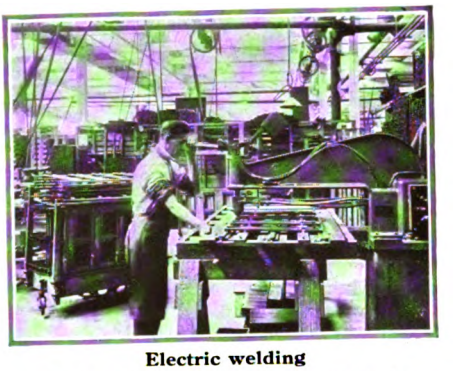
Bureau cabinets is of solid cast — not wrought — bronze with lacquer baked on and fastened from the back with hidden bolts to prevent it from working loose. It presents the appearance of uniformity and solidity, characteristic of all Library Bureau cases.

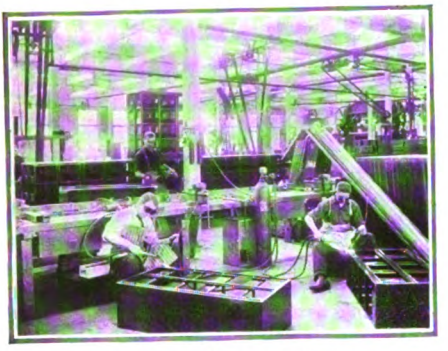


**Electric welding**

Small parts in L. B. filing devices are electrically welded instead of held together by screws, bolts, or rivets, which are prone to work loose

## Finish

All Library Bureau furniture is noted for its beautiful finish. The olive green enamel, soft and neutral in tone, harmonizes perfectly in any surrounding. The L. B. grained mahogany finish is the handicraft of artisans. Every detail characteristic of real wood is faithfully reproduced.

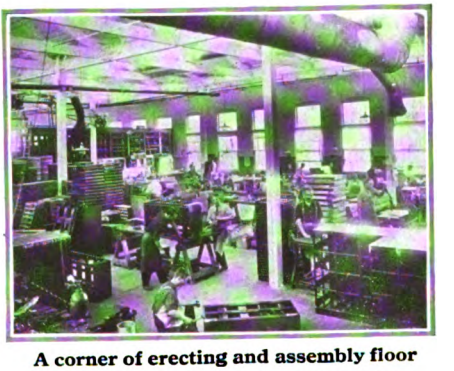


**Oxy-acetylene welding**

All joints, corners, and miters of the cabinets are fused into one continuous piece of metal by the intense heat of this process. Because of the brilliant light generated, smoked glasses must be worn to protect the eyes

The materials entering into the finish are selected for durability, uniformity, and permanency of color. After the steel has been made perfectly smooth by grinding and sanding, it is thoroughly cleansed in a naphtha bath, to remove every trace of dirt and grease. An elastic priming coat is then applied by dipping in large enamel tanks, thus completely covering surfaces which cannot be reached by the brush.

The cabinet is baked for eight hours at a temperature of 250 degrees. All exposed parts are then treated with a heavy coat of metallic filler, baked as before and sandpapered. A heavy coat of enamel, combined with pale copal varnish, is then applied. After a third baking the cabinet is finally rubbed with pumice stone and oil to a dull egg-shell gloss.



**A corner of erecting and assembly floor**

Here the various parts of the cabinets are brought together and fitted by skilled workmen, each an expert in his line

On the hand-grained finishes an additional ground coat and graining colors are successively applied, and each baked; the final coat is special copal varnish baked and again hand-rubbed.



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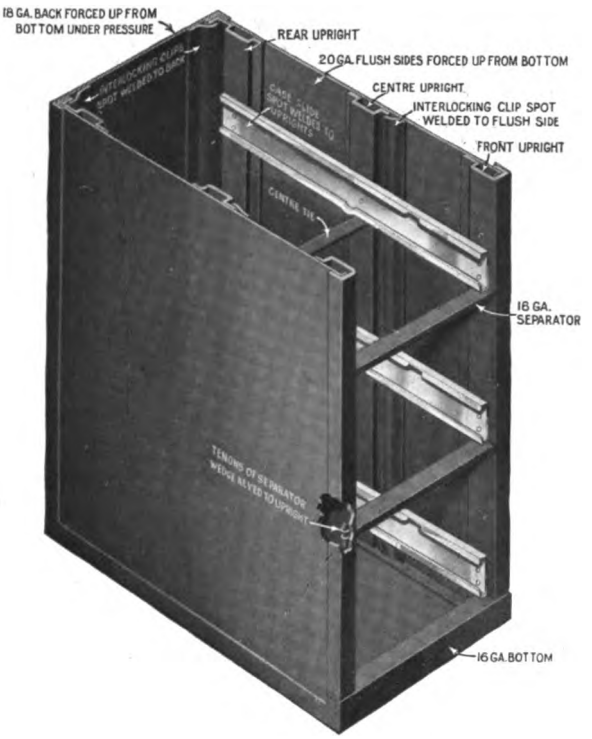
## Construction

LIBRARY BUREAU construction, with simple parts, clean, square-turned edges, and the same elements of design which enter into the best structural steel construction, results in *the maximum of strength and rigidity.*


18 GA. BACK FORCED UP FROM BOTTOM UNDER PRESSURE
REAR UPRIGHT
20 GA. FLUSH SIDES FORCED UP FROM BOTTOM
CENTRE UPRIGHT
INTERLOCKING CLIP SPOT WELDED TO FLUSH SIDE
FRONT UPRIGHT
CENTRE TIE
16 GA. SEPARATOR
16 GA. BOTTOM

Bolts, screws, and other means of connection which would work loose are practically all eliminated; the parts being welded together by the oxy-acetylene or electric process, or else permanently held together by lock wedges.

The most important feature of the Library Bureau steel vertical unit is the great strength and rigidity of the framework, which guarantees perfect operation under the severest conditions.

This is accomplished by having three vertical channels on each side of the case; an exclusive L. B. feature.

The horizontal case slide members are electrically spot-welded to the vertical channels of the sides, thereby making an absolutely rigid trussed end frame. The back, top, and bottom are of heavy gauge steel with inturned edges, securely welded and riveted to the sides, the front corners being acetylene welded.

The cross rails, between the drawers, which are heavy channeled bars, are fastened to the uprights by square mortise and tenon joints. The result is a frame as strong and rigid as if cut out of solid steel.

## Drawers and slides

The drawers and slides of all filing cases must necessarily stand the heavy burden of constant usage. Therefore, particular study has been given to the construction of these parts. The drawer body is formed of one sheet of steel reinforced by three formed-in channels running the entire length of the drawer. The drawer head is composed of an outer and an inner head with an air space between. The inner and outer heads, bolted together by the drawer pull, form a truss which prevents the loaded drawer from springing when it is pushed in or pulled out.

The slide mechanism consists of three parts: the case slide, the extension slide, and the drawer slide. The case slide is spot welded to the channel uprights of the unit. The extension slide, which operates in the case slide, carries the wheels upon which the drawer slides in and out. The drawer slide, electrically spot welded to the side of the drawer, runs between the rollers in the extension slide. A simple and ingenious device for stopping the drawer overcomes any possibility of its accidental removal, and the rollers run in channels which prevent the drawer coming off the slides.



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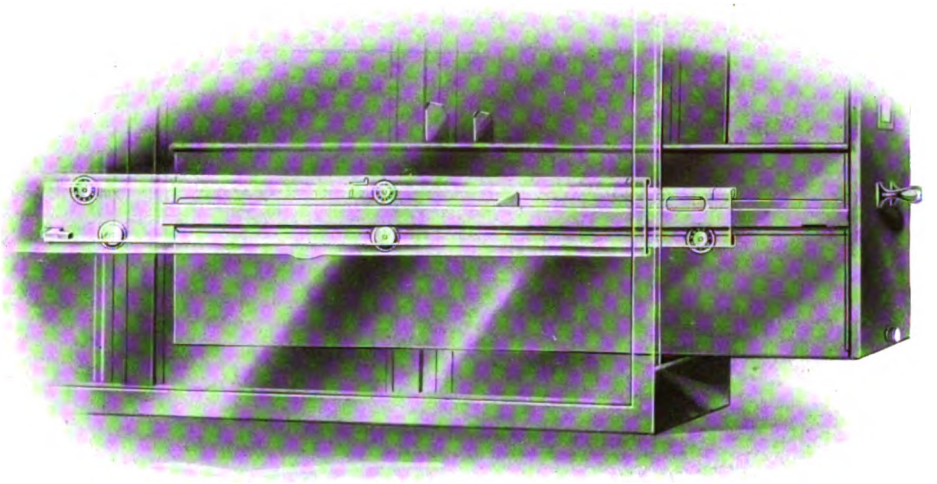
# L. B. Progressive extension steel slide



**With the progressive or continuous action of the extension slide the drawer moves forward automatically and evenly, eliminating jar and noise common to the ordinary slide**

All vertical file drawers, except where otherwise noted, are equipped with the new L. B. extension slide. This is a practically frictionless progressive slide, giving complete suspending support to the drawer even when pulled out to its fullest extent. Each drawer is fitted with two sets of slides, one on each side.

Each set consists of a case, extension and drawer slide, with their wheels, stops and bumpers. The case slide is welded to the uprights and the drawer slide is welded to the side of the drawer. The extension slide operates between these two fixed members and controls the extension of the drawer. The case slide is of heavy gauge channeled steel, formed to give the required strength, and acts as an enclosing track for the wheels of the extension slide. This is also made of heavy gauge cold rolled channeled steel, and is equipped with five wheels.

The four larger wheels serve to roll the drawer in and out on the extension slides, and roll the extension slides in and out of the case on the case slides. The smaller wheel acts through compression on the drawer slide, and so sets up the proportionate rate of travel between the drawer and the extension slide. This proportionate travel in the slide is known as the progressive movement.

The case slide has an indenture at the bottom of the channel which engages with the wheel of the extension slide, forming a pocket for it and overcoming the rebound of the drawer. The drawer may be easily removed from the case by pulling it out its full length and releasing the spring catches which are located on each drawer slide.



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Central File Department, National Carbon Company, Cleveland, Ohio. Equipped with Library Bureau steel vertical unit cabinets

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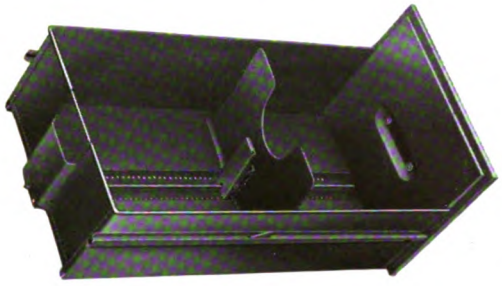


**Filing drawer, showing lever-controlled steel follower and depressed rod for filing guide**

## Followers

All the drawers are equipped with steel followers, which admit of ample adjustment to exactly accommodate the contents, and yet are perfectly ample and efficient in operation.

The clutching mechanism is absolutely positive. The follower, however, may be easily moved forward or backward when adjustment is required. The follower occupies the minimum amount of usable filing space.

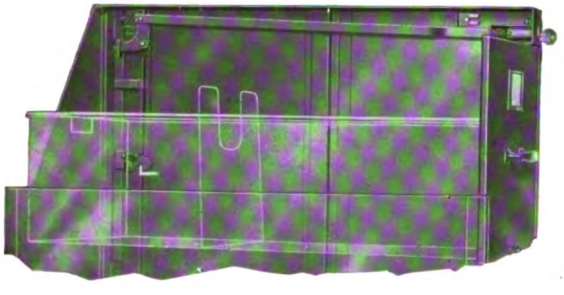
## Rods

All large filing drawers are fitted with round rods, positioned below the level of the drawer bottom, holding the filing guides in place. Drawer bottoms are depressed to receive the lower projections of the filing guides.

The smaller card trays are standard without rods, and may be fitted with them when desired.

## Locks — Operation

An elliptical piece of bronze, approximately one-half inch by three-fourths of an inch, having in its face a standard Yale keyway, protrudes through the facia of the unit. A slight turn of the key automatically releases it, the face of the lock coming out three-eighths of an inch. The cabinet is locked by simply pushing in the face of the lock, no key being necessary. Drawers which have been left out can be later pushed in, at the same time being automatically locked. It is positive, yet simple and easy-working. Special master-keyed locks of this type can be furnished when desired.





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# Unit steel card and filing cabinets

THE unit or sectional principle in office filing equipment was originated by Library Bureau over fifteen years ago, during which time it has revolutionized the methods of housing records.

The two methods of combining cabinets on the sectional plan are:

Vertical: Units or sections of uniform hight and depth arranged *side by side.*

Horizontal: Units or sections of uniform width stacked *one above another.*

## L. B. steel vertical unit cabinets

Vertical unit card and filing cabinets are made in sixteen distinct styles for as many different purposes, making it possible to meet the exact filing needs of any business in any direction.

Each unit is complete in itself with flush ends. Units are of uniform hight (51 in.) and depth (25¼ in.) and are strictly interchangeable. End panels (*Cat. no. 8085* ) may be attached to sides of a unit, or row of units, to give a more finished appearance.

### Method of intermembering

Vertical units are joined together by the use of heavy wing bolts. Bolt enters from the inside of one unit and a nut is applied from the inside of the other unit. Bolt holes on the exposed side of the unit are concealed by a flat-headed plug, held in flush by means of a flat spring.

A simple hand wrench provided with each unit is the only tool necessary.

### Detachable ends

Detachable ends are not necessary, but may be bolted to the cabinet, as illustrated, giving a double-end wall and a finished panel.



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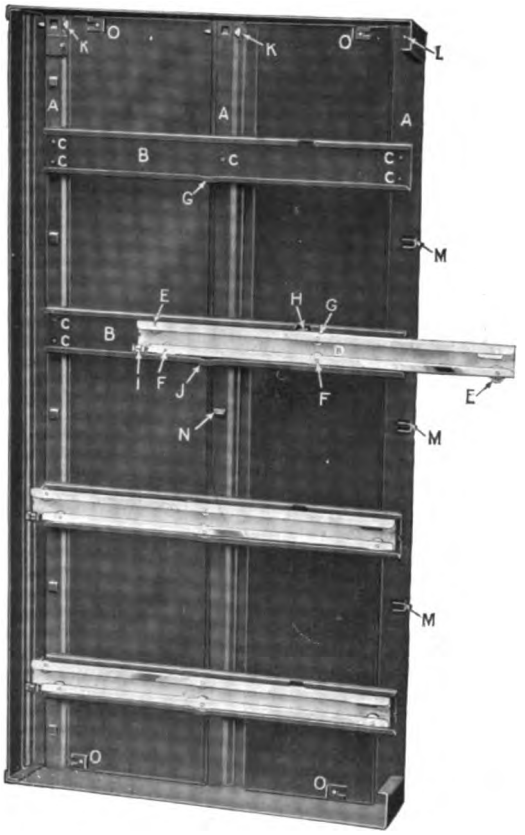
## The frame of the L. B. steel vertical unit

The framework or shell of the L. B. steel vertical unit consists of three uprights on each side of special channel shape, insuring the greatest strength and rigidity. The four broad horizontal framing members with square-turned stiffening edges are each electrically welded at five points to these uprights, making an absolutely rigid trussed end frame.




**Side frame of steel vertical unit, showing welding and extension slide construction**

The three narrow cross-frames between the drawer openings are held in place by square mortise and tenon joints, with lock wedges.

The back, top, and bottom are each of one piece of heavy plate steel with inturned edges, securely welded and locked to the end channels.

The accompanying illustration, bringing out the main points, gives an idea of how this great strength and rigidity are accomplished.

*A* Three vertical channels.

*B* Four horizontal channels or case slides.

*C* Horizontal channel or case slide electrically spot welded at five places.

*D* The extension slide runs in the case slide "B."

*E* Two large ball-bearing wheels.

*F* Two large plain-bearing wheels.

*E* and *F* support entire weight of drawer, roll drawer in and out on extension slide, and roll extension slide in and out on case slide.

*G* Small ball-bearing wheel acts through compression on drawer slide, and causes progressive movement of extension slide.

*H* Stop to prevent extension slide from being accidentally pulled out.

*I* Stop or buffer prevents jar and noise when drawer is operated.

*J* Indentation in case slide, to prevent drawer from rebounding when closed.

*K* Lock wedges which lock top to the vertical channels.

*L* Front corners are screwed together and oxy-acetylene welded.

*M* Cross rail channels between drawers, fastened with mortise and tenon joints and locked with lock wedges.

*N* Flat bar stiffening member extending from center vertical channel of one side to center channel of other side, and locked on outside by lock wedges.

*O* Points at which units are bolted together. When end of unit is exposed, bolt holes are cleverly concealed by the plug held in flush by a flat spring.



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Cat. no. 8050

*All steel vertical units are one standard hight (51 in.) and depth (25¼ in.). Carried in stock in olive green and mahogany; other finishes to order. Units may be fitted with L. B. Automatic lock, controlling all drawers*

## 4-drawer correspondence unit

*Cat. no.*

8050 For correspondence, quotations, catalogs, documents, odd-sized invoices and papers not exceeding 9½ x 11⅞ in.

Four filing drawers equipped with L. B. ball-bearing slides and lever controlled followers. Capacity of each drawer, approximately 5,000 letters, with folders and guides.

**Dimensions**

Outside width of unit, 14⅝ in.

Inside size of drawer: 10½ in. high, 12 in. wide, 23⅞ in. deep.

Shipping weight, 210 lbs.

## 3-drawer correspondence unit with 2 card index drawers

*Cat. no.*

8051 For correspondence with card index combined.

Three correspondence drawers equipped with L. B. ball-bearing slides and lever controlled followers. Capacity of each drawer, approximately 5,000 letters, with folders and guides.

Two double-row drawers for 33 size (7.5 x 12.5 cm.) or 3x5 in. index cards. Capacity, approximately 10,000 light-weight cards with guides.

**Dimensions**

Outside width of unit, 14⅝ in.

Inside size of correspondence drawers, 10½ in. high, 12 in. wide, 23⅞ in. deep. Card drawer, 4⅛ in. high, with two compartments, each 5⅛ in. wide x 23⅞ in. deep.

Shipping weight, 250 lbs.

*Cat. no.*

8056 Same as 8051 except card drawers for either standard 34 size (10 x 15 cm.) or 4 x 6 in. cards, and outside width is 14⅞ in.

Cat. no. 8051



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Cat. no. 8250

*All steel vertical units are one standard hight (51 in.) and depth (25¼ in.). Carried in stock in olive green and mahogany; other finishes to order. Units may be fitted with L. B. Automatic lock, controlling all drawers*

## 4-drawer legal cap unit

*Cat. no.*
8250 For legal papers, catalogs, blue-prints, photographs, and papers not exceeding 9½ x 15⅛ in.

Four filing drawers equipped with L. B. ball-bearing slides and lever controlled followers. Capacity of each drawer, approximately 5,000 papers with folders and guides.

**Dimensions**

Outside width of unit, 17⅞ in.

Inside size of drawers: 10½ in. high, 15¼ in. wide, 23¾ in. deep.

Shipping weight, 225 lbs.

## 3-drawer legal cap unit with 2 card index drawers

*Cat. no.*
8251 For legal papers with card index combined.

Three legal size file drawers, equipped with L. B. ball-bearing slides and lever controlled followers. Capacity of each drawer, approximately 5,000 legal papers and correspondence with necessary folders and guides.

Two double-row drawers for either standard 33 size (7.5 x 12.5 cm.) or 3 x 5 in. index cards. Capacity, 10,000 light-weight cards with guides.

**Dimensions**

Outside width of unit, 17⅞ in.

Inside size of legal drawers: 10½ in. high, 15¼ in. wide, 23¾ in. deep. Card drawers, 4¼ in. high, with two compartments, each 5⅛ in. wide x 23¾ in. deep.

Shipping weight, 245 lbs.

*Cat no.*
8256 Same as 8251 except card drawers for either standard 34 size (10 x 15 cm.) or 4 x 6 in. cards.

Cat. no. 8251



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*All steel vertical units are one standard hight (51 in.) and depth (25¼ in.). Carried in stock in olive green and mahogany; other finishes to order. Units may be fitted with L. B. Automatic lock, controlling all drawers*

Cat. no. 8150

## 5-drawer bill or credit unit

*Cat. no.*
8150 For credit information, invoices, duplicate bills, clippings, and large-size card records.

Five filing drawers equipped with L. B. ball-bearing slides and lever controlled followers. Capacity of each drawer, approximately 5,000 papers in folders with guides.

**Dimensions**

Outside width of unit, 12⅝ in.
Inside size of drawer: 8⅝ in. high, 10 in. wide, 23⅞ in. deep.
Shipping weight, 225 lbs.

Cat. no. 8151

## 4-drawer bill or credit unit with 2 card index drawers

*Cat. no.*
8151 For bills and card index combined.

Four bill or credit drawers, equipped with L. B. ball-bearing slides and lever controlled followers. Capacity of each drawer, approximately 5,000 papers in folders with guides.

Two double-row drawers for either standard 33 size (7.5 x 12.5 cm.) or 3 x 5 in. index cards. Capacity, approximately 10,000 light-weight cards with guides.

**Dimensions**

Outside width of unit, 12⅝ in.
Inside size of bill drawers: 8⅝ in. high, 10 in. wide, 23⅞ in. deep.
Card drawers, 3⅝ in. high, with two compartments, each 5⅛ in. wide x 23⅞ in. deep.
Shipping weight, 235 lbs.



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*All steel vertical units are one standard hight (51 in.) and depth (25¼ in.). Carried in stock in olive green and mahogany; other finishes to order. Units may be fitted with L. B. Automatic lock, controlling all drawers*

Cat. no. 8450

## 8-drawer check, voucher, or note unit

*Cat. no.*

8450 For check filing in banks and banking houses, for voucher checks, notes, cancelled checks, and all papers not exceeding 4½ x 9¾ in.

Eight drawers equipped with L. B. ball-bearing slides and lever controlled followers. Capacity of each drawer, approximately 3,500 checks with name guides.

**Dimensions**

Outside width of unit, 12⅝ in.

Inside size of drawers: 4¾ in. high, 10 in. wide, 23⅞ in. deep.

Shipping weight, 245 lbs.

## Document or voucher file unit 4-triple row drawers

*Cat. no.*

8550 For legal documents, contracts, vouchers, and all papers not exceeding 10 x 4⅞ in.

Four filing drawers equipped with L. B. ball-bearing slides and lever controlled followers. Each drawer has three compartments with total filing capacity of 68 inches.

**Dimensions**

Outside width of unit, 17⅞ in.

Inside size of each drawer, 10½ in. high, with three compartments, each 5 in. wide x 23⅞ in. deep.

Shipping weight, 260 lbs.

Cat. no. 8550



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*All steel vertical units are one standard hight (51 in.) and depth (25¼ in.). Carried in stock in olive green and mahogany; other finishes to order. Units may be fitted with L. B. Automatic lock, controlling all drawers*

## 7-drawer order or 5 x 8 in. card unit

Cat. no. 8357

*Cat. no.*
8357

For sales, shipping, or purchase orders, duplicate bills, invoices, sales reports, and 5 x 8 in. card records.

Seven double-row drawers equipped with L. B. ball-bearing slides and lever controlled followers. Capacity, approximately 70,000 orders or bills with guides, or 35,000 light-weight cards with guides.

**Dimensions**

Outside width of unit, 19⅛ in.

Inside size of each compartment: 5⅞ in. high 8¼ in. wide, 23⅞ in. deep.

Shipping weight, 315 lbs.

Cat. no. 8059

## 8-drawer card index unit for 4 x 6 in. cards

*Cat. no.*
8059

For either standard 34 size (10 x 15 cm.) or 4 x 6 in. cards.

Eight double-row drawers equipped with L. B. ball-bearing slides. Capacity, approximately 40,000 light-weight cards with guides.

**Dimensions**

Outside width of unit, 14⅞ in.

Inside size of each drawer, 4⅛ in. high, with two compartments, each 6⅛ in. wide x 23⅞ in. deep.

Shipping weight, 270 lbs.



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*All steel vertical units are one standard hight (51 in.) and depth (25¼ in.). Carried in stock in olive green and mahogany; other finishes to order. Units may be fitted with L. B. Automatic lock, controlling all drawers*

Cat. no. 8155

## 10-drawer card index unit for 3 x 5 in. cards

*Cat. no.*

8155 For either standard 33 size (7.5 x 12.5 cm.) or 3 x 5 in. cards.

Ten double-row drawers equipped with L. B. ball-bearing slides. Total capacity, 50,000 light-weight cards with guides.

**Dimensions**

Outside width of unit, 12⅞ in.

Inside size of each drawer, 3⅝ in. high, with two compartments, each 5⅛ in. wide x 23⅞ in. deep.

Shipping weight, 290 lbs.

## 10-drawer unit for half-size index cards

7.5 x 5.8 cm. (approx. 3 x 2¼ in.) cards

*Cat. no.*

81505 For large, special name indexes, mailing and subscription lists, and life insurance and savings banks indexes.

Ten four-row drawers equipped with L. B. ball-bearing slides. Total capacity, 100,000 light-weight cards with guides.

**Dimensions**

Outside width of unit, 12⅞ in.

Inside size of each drawer, 3⅝ in. high, with four compartments, each 2⅜ in. wide x 23⅞ in. deep.

Shipping weight, 310 lbs.

Cat. no. 81505



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*All steel vertical units are one standard hight (51 in.) and depth (25¼ in.). Carried in stock in olive green and mahogany; other finishes to order. Units may be fitted with L. B. Automatic lock, controlling all drawers*

## Tabulating card units

For filing tabulating, or statistical machine cards. These cabinets combine the features of largest filing capacity in smallest space, a style of tray equally adapted for use at the machine or in the cabinet, and an absolute protection of the cards while in use or in the file.

*Cat. no.*

89520 Twenty drawers for long tabulating cards, 3¼ x 7⅜ in., fitted with cradle suspension slides. Total capacity, approximately 70,000 cards with guides.

**Dimensions**

Outside width of unit, 18⅛ in.
Inside size of each drawer: 3 1/16 in. high, 7½ in. wide, 22¾ in. deep.

Shipping weight, 400 lbs.

**Cat. no. 89520**

**Cat. no. 8653**

## Cupboard or stationery unit

*Cat. no.*

8653 A cupboard or closet, suitable for rolled plans or large folios, or for storing stationery and blank forms. May be used as a wardrobe by removing the shelves. Has three shelves resting on shelf pins and adjustable to any hight. May easily be fitted with additional shelves.

**Dimensions**

Outside width of unit, 20⅞ in.
Inside dimensions: 46⅝ in. high, 19¼ in. wide, 24 in. deep.
Shipping weight, 210 lbs.



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*All steel vertical units are one standard hight (51 in.) and depth (25¼ in.). Carried in stock in olive green and mahogany; other finishes to order. Units may be fitted with L. B. Automatic lock, controlling all drawers*

**Cat. no. 8050 S**

## Skeleton-end unit cabinets

Skeleton-end unit cabinets are made in the correspondence, legal, and bill sizes. These cabinets are designed for installations where the units are to be bolted together in long rows. In such instances a solid end is not necessary and a saving in price can be effected. One pair of finished end panels is necessary for each row of units.

A steel separator (Cat. no. 8095 S) can be inserted, when desired, to serve as a partition between two units.

*Cat. no.*

### Correspondence unit

8050 S This cabinet is identical with 4-drawer correspondence unit (Cat. no. 8050), shown on page 12, except for skeleton ends.

*Cat. no.*

### Legal cap unit

8250 S This cabinet is identical with the 4-drawer legal cap unit (Cat. no. 8250), shown on page 13, except for skeleton ends.

*Cat. no.*

### Bill unit

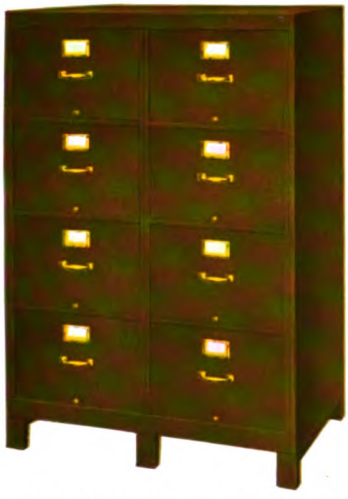
8150 S This cabinet is identical with 5-drawer bill or credit unit (Cat. no. 8150), shown on page 14, except for skeleton ends.

*Cat. no.*

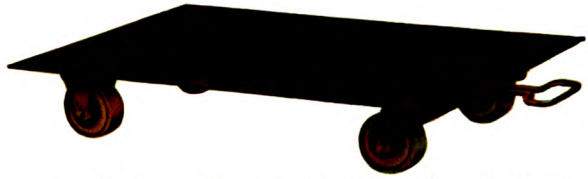
### Detachable ends

8085 Necessary for skeleton end units. Optional for flush end units. See page 10.

## Truck base for correspondence and legal size units



**Two 4-drawer correspondence file vertical unit cabinets in steel, with three base sections**



Base has four "indestructible fabric" tire wheels; the front wheels 4 in. swivel and the rear wheels 5 in. fixed. Disappearing handle may be pushed underneath when not in use.

*Cat. no.*

8093 For 8050, 8051 and 8056 units.

8094 For 8250, 8251 and 8256 units.

*Cat. no.*

### Sectional leg bases

8096.1 Designed to meet the requirements of offices in which the furniture is modeled on the sanitary leg base design. Bases, which are readily attached, raise the files sufficiently for cleaning underneath. Hight, 5½ in.

*Cat. no.*

8096.1G Same as 8096.1 except with glass feet.



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# Steel vertical units

## Commercial standard

COMMERCIAL standard steel vertical units are 51 in. high and 28 in. deep. They are of channeled steel construction, strong enough to hold any possible load, and finished in olive green only. Each unit is complete in itself, with finished ends and back; yet any number of units can be bolted together in one range.

These units have progressive extension slides of heavy channeled steel, similar in principle to those used on the 8050 Each slide has five wheels which rotate on plain bearings and operate with greatest ease.

The drawer has a filing depth of 26¼ in., and is equipped with a standard L. B. rod and follower.

All hardware is heavily bronze plated. The handles are solid castings.

Units can be fitted with locks, at additional cost.

These units are carried in stock in three types:

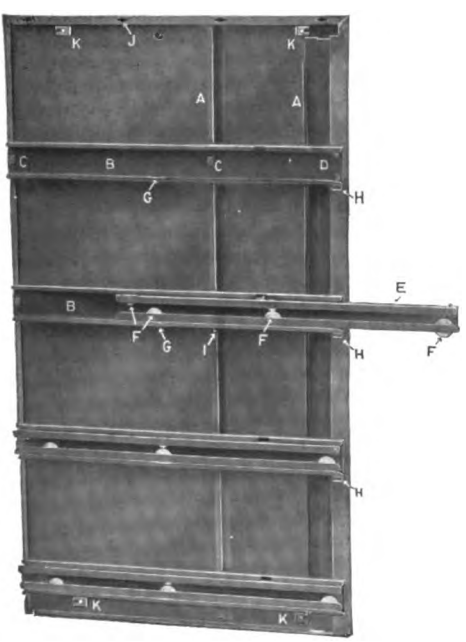
*Cat. no.*

8040 4-drawer correspondence unit.
Outside width, 14⅝ in. Inside size of drawers: 10⅝ in. high, 12 in. wide, 26⅝ in. deep.

8140 5-drawer bill unit.
Outside width, 12⅝ in. Inside size of drawers: 8⅛ in. high, 10 in. wide, 26⅝ in. deep.

8240 4-drawer legal unit.
Outside width, 17⅞ in. Inside size of drawers: 10⅝ in. high, 15½ in. wide, 26⅝ in. deep.

**Cat. no. 8040**




**Side frame of 8040 unit, showing uprights and extension slide construction**

*A* Two vertical members.

*B* Four horizontal members or case slides.

*C* Clips punched out on case slide which engage center upright and rear flange of case side.

*D* Two wings punched out on front of case slide. These wings pass through slots in front flange of case side and are held in place by a long rod which is driven up from the bottom of the case and passes through tenons on end of separators and wings on case slides, holding them both firmly in place.

*E* Extension slide, which runs in case slide *B*.

*F* Solid steel wheels in extension slide, which support entire weight of drawer and, operating in case slide, roll drawer in and out of case.

*G* Indentation in case slide to prevent drawer from rebounding when closed.

*H* Cross rail channels or separators between drawers, fastened by tenons passing through slots and held firmly in position by the rod referred to under *D*.

*I* Flat stiffening bar, extending from vertical center members on one side of case to the corresponding member on opposite side.

*J* Slots for bolts for bolting case top to case side.

*K* Points at which units are bolted together. The bolt holes are concealed by a plug held in flush by a flat spring.



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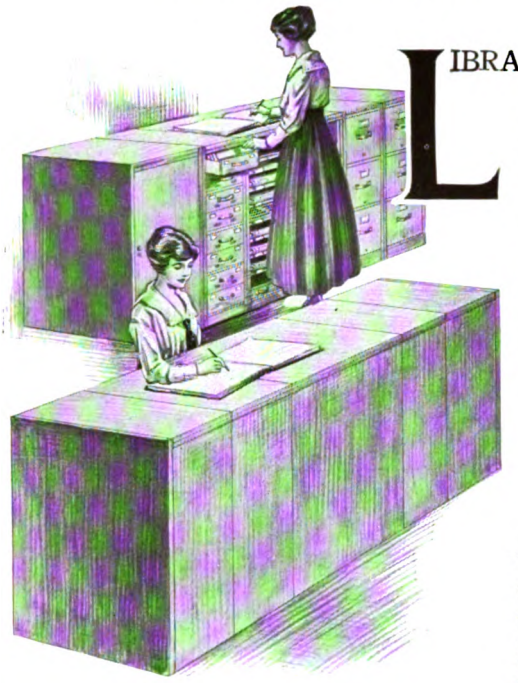
# Counter-hight vertical units



LIBRARY BUREAU Counter-hight units are designed to meet the need of a filing cabinet and counter combined, and also to supply the demand for a lower hight filing equipment. This demand has been brought about by the general adoption of the flat-top desk in place of the roll-top or high standing desk, and furthered by the desire of the business man to have an unobstructed view of the entire office while seated at his desk.

## The counter feature

These filing cabinets form a sectional counter: (1) By separating the office from the public space for customers; (2) By serving as a partition between departments; and (3) By furnishing a convenient working top when placed against the wall. At the same time they provide a sufficient number of card and filing drawers and general storage space for records and working material.

## Adaptable to working conditions

In the small office two or three units often take care of all the counter space necessary and furnish the filing equipment needed at the sole price of the units. In the large office these units, being sectional, may be rearranged to meet changing conditions.

Carried regularly in stock, new units may be added promptly, thereby avoiding the delay and expense necessary in special-to-order counters.

Wherever necessary, special units, intermembering with the stock units, may be made.

## Low hight feature

The adoption of the flat-top and the sitting card record desk makes this hight equipment desirable both by giving the department head an unobstructed view of the entire office and by preserving uniformity in the hight of equipment.

## For a private file

A single unit makes a very desirable private file. Set on a leg base it furnishes an accessible cabinet in keeping with the sanitary design desk.



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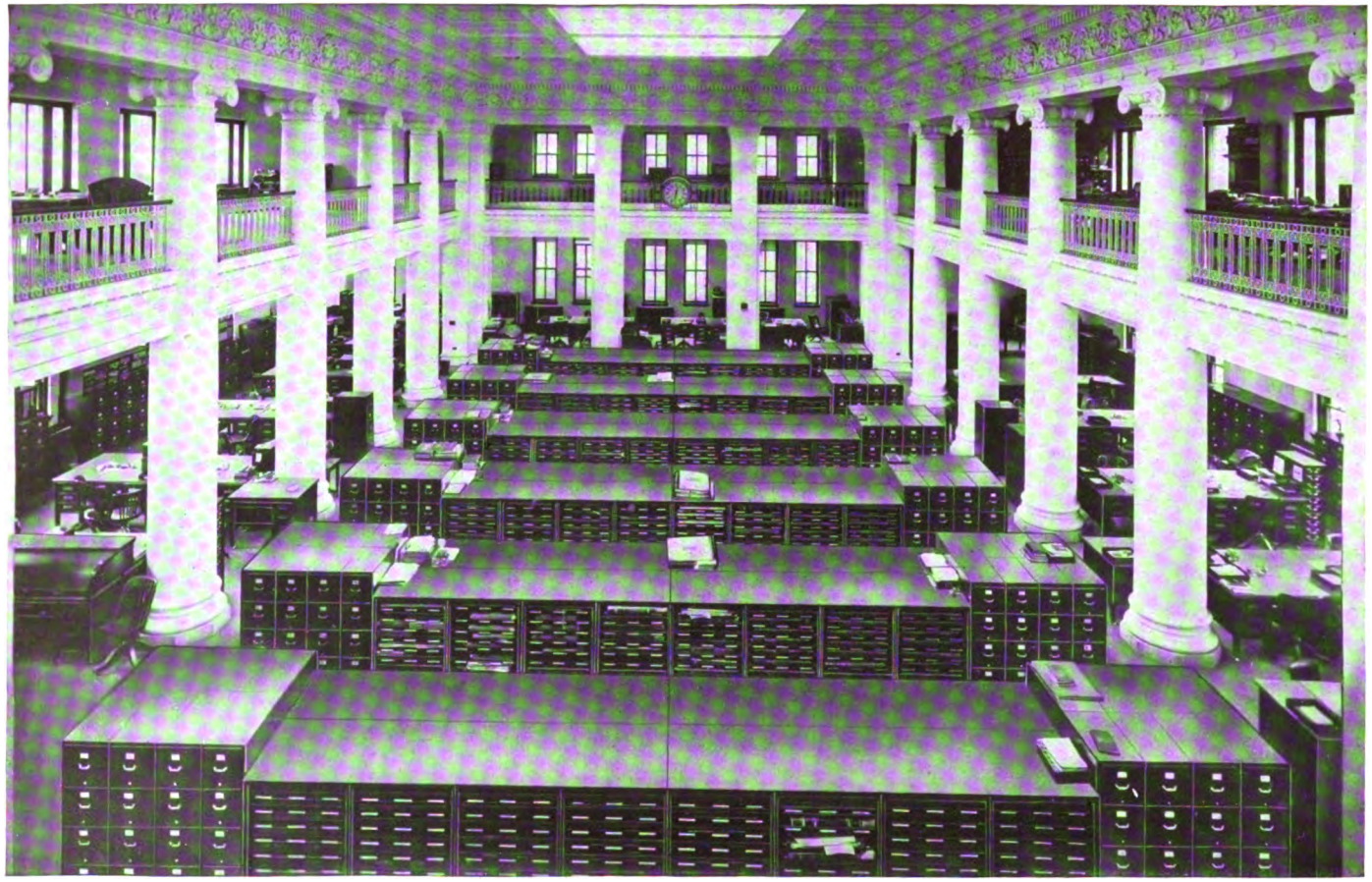

Complete filing equipment in steel installed for New Hampshire Fire Insurance Company, Manchester, N. H.
By the use of counter-hight unit filing cabinets, uniformity in hight of equipment is secured,
with an unobstructed view of the entire office

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*All steel counter-hight units are one standard hight (42 in.) and depth (28⅛ in.). Carried in stock in olive green and mahogany; other finishes to order. Units may be fitted with L. B. Automatic lock, controlling all drawers*

## Linoleum tops

Library Bureau steel counter-hight units are similar in appearance and construction to the L. B. standard-hight steel units described in the previous pages and intermember by the same method. The tops of the counter-hight units are covered with battleship linoleum, bound by a steel band, with same finish as the unit.

The linoleum top gives an ideal working surface. It will not chip or scratch, or mar bindings of books when placed there for consultation.

Units are also furnished with a finished steel top in place of the linoleum when desired.

Cat. no. 8669

## Roller shelf map-book unit

*Cat. no.*

8669 For the insurance broker or agent, for the company's home office, for the real estate broker, large or small for abstract and title companies, for state or municipal offices, for the bookkeeper and the statistician with large books to handle.

These cabinets accommodate the Sanborn map-books.

Contain roll curtain and eight steel roller shelves, adjustable every inch.

**Dimensions**

Outside width of unit, 32⅛ in.

Inside: 34 in. high, 29½ in. wide, 25½ in. deep.

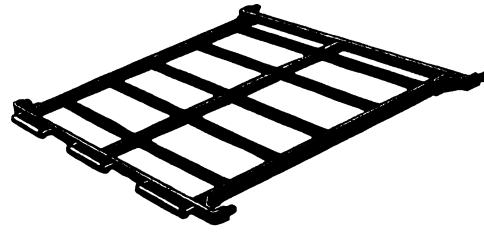
Shipping weight, 365 lbs.

## Adjustable roller shelves

Each adjustable roller shelf contains ten large frictionless steel rollers on which the books rest. Three bronze guide rollers in front facilitate the removal or replacement of the book on the shelf, and, with the supporting roller, greatly reduce the wear on the bindings.

The shelves are adjusted by slipping the two back projections into slots at the back of the cabinet, the projections at the front of the shelves fitting into corresponding slots, as shown in the illustration.

Every other slot is given a designating mark to make it easy to find the corresponding slots, both at the front and the back. After shelves have been slipped in, they drop into place and are held securely.



**The steel roller shelf**

Ten large frictionless rollers carry the weight of the book. The smooth surface of the rollers prevents wear on the bindings The three bronze front rollers facilitate handling of the books in and out of the cabinet



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*All steel counter-hight units are one standard hight (42 in.) and depth (28⅛ in.). Carried in stock in olive green and mahogany; other finishes to order. Units may be fitted with L. B. Automatic lock, controlling all drawers*

## 3-drawer correspondence unit

Cat. no. 8060

*Cat. no.*

8060 For correspondence, quotations, catalogs, documents, odd-sized invoices, and papers not exceeding 9½ x 11⅞ in.

Three filing drawers equipped with L. B. ball-bearing slides and lever controlled followers. Capacity of each drawer, approximately 5,000 letters with folders and guides.

**Dimensions**

Outside width of unit, 14⅝ in.

Inside size of drawer: 10½ in. high, 12 in. wide, 23⅞ in. deep.

Shipping weight, 190 lbs.

## 3-drawer legal cap unit

*Cat. no.*

8260 For legal papers, documents, catalogs, blue-prints, photographs, and papers not exceeding 9½ x 15⅛ in.

Three filing drawers equipped with L. B. ball-bearing slides and lever controlled followers. Capacity of each drawer, approximately 5,000 papers with folders and guides.

**Dimensions**

Outside width of unit, 17⅞ in.

Inside size of drawer: 10½ in. high, 15¼ in. wide, 23⅞ in. deep.

Shipping weight, 210 lbs.

Cat. no. 8260



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*All steel counter-hight units are one standard hight (42 in.) and depth (28⅛ in.). Carried in stock in olive green and mahogany; other finishes to order. Units may be fitted with L. B. Automatic lock, controlling all drawers*

## 6-drawer check, voucher, or note unit

Cat. no. 8460

*Cat. no.*
8460

For check filing in banks and banking houses, for voucher checks, notes, cancelled checks, and all papers not exceeding 4½ x 9¾ in.

Six drawers equipped with L. B. ball-bearing slides and lever controlled followers. Capacity of each drawer, approximately 3,500 checks with name guides.

**Dimensions**

Outside width of unit, 12⅝ in.

Inside size of drawers: 4⅜ in. high, 10 in. wide, 23⅞ in. deep.

Shipping weight, 220 lbs.

## 8-drawer card index unit for 3 x 5 inch cards

*Cat. no.*
8164

For either standard 33 size (7.5 x 12.5 cm.) or 3 x 5 in. cards.

Eight double-row drawers equipped with L. B. ball-bearing slides. Total capacity, 40,000 light-weight cards with guides.

**Dimensions**

Outside width of unit, 12⅞ in.

Inside size of each drawer, 3⅜ in. high, with two compartments, each 5⅛ in. wide x 23⅞ in. deep.

Shipping weight, 250 lbs.

Cat. no. 8164



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*All steel counter-hight units are one standard hight (42 in.) and depth (28⅛ in.). Carried in stock in olive green and mahogany; other finishes to order. Units may be fitted with L. B. Automatic lock, controlling all drawers*

Cat. no. 8663

*Cat. no.*
8663

## Cupboard unit

A cupboard or closet, suitable for rolled plans or large folios, or for storing stationery and blank forms. May be used as a wardrobe by removing the shelves. Has two shelves resting on shelf pins and adjustable to any hight. May easily be fitted with additional shelves.

**Dimensions**

Outside width of unit, 20⅞ in.
Inside dimensions: 37½ in. high, 19¼ in. wide, 26¾ in. deep.
Shipping weight, 215 lbs.

*Cat. no.*
8099.1

## Sectional leg bases

Designed to meet the requirements of offices in which the furniture is modeled on the sanitary leg base design. Bases, which are readily attached, raise the files sufficiently for cleaning underneath. Hight, 5½ in.

*Cat. no.*
8099.1G Same as 8099.1 except with glass feet.

# Semi-standard units

The following units are of standard design but are not carried in stock.

*Cat. no.*
8160

## 4-drawer bill or credit unit

The drawers in these cabinets are of the same type and dimensions as the vertical unit (Cat. no. 8150) of standard hight, shown on page 14.

*Cat. no.*
8360

## 5-drawer order unit

The drawers in these cabinets are of the same type and dimensions as the standard hight vertical unit (Cat. no. 8357), shown on page 16.

*Cat. no.*
8068

## 6-drawer card index unit for 4 x 6 inch cards

The drawers in these cabinets are of the same type and dimensions as the standard hight vertical unit (Cat. no. 8059), shown on page 16.

*Cat. no.*
8668

## Roller shelf map-book unit

Same as 8669 except without roll curtain. Inside hight, 35⅝ in. (See page 23.)



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# L. B. Steel horizontal unit cabinets

HORIZONTAL unit card and filing cabinets in steel possess the advantage of providing, in sectional form, a *wider variety* of filing cabinets, and in *smaller sections*, or groupings, than may be obtained in the L. B. Steel vertical units previously described.

For the new business which is to grow to larger proportions, for the branch office of the already established concern, or for the executive or individual private files, L. B. Steel horizontal units are especially desirable.

**Interlocking member at back of unit fits under the lip of member on lower unit. Top member at front locks into corresponding member of lower unit, holding case firmly in place**

## Construction

*Intermembering:* Units are made with interlocking members in top and bottom of each section. These interlocking members hold rigidly together all the units in a stack as solidly as though the cabinets were built in one piece. Sections cannot slip from side to side. The interlocking members at the rear prevent cases from tipping forward when drawers are pulled out.

*Width:* L. B. Steel horizontal units are made in one standard width, 33 13/16 in.

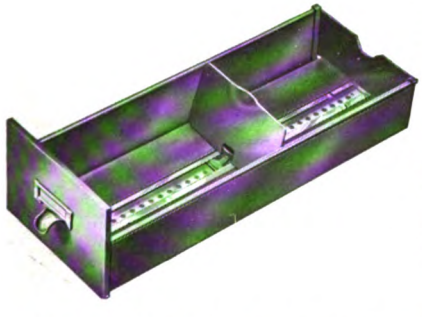
*Two depths:* Made in two depths, 18 and 25¾ in. When 18 in. deep units are used with 25¾ in. deep units in the same stack, a ledge or filler unit (Cat. no. 9867, see page 35) is used between the sections of different depths. This ledge section has a finished top for working surface.

*Finish:* The standard finishes are olive green and grained mahogany; other finishes on order.

All L. B. Steel horizontal units are made with finished backs.

*Locks:* All horizontal units may be equipped with the same L. B. Automatic lock as used in the vertical and counter-hight units. Special master-keyed locks of this type can be furnished when desired.

**Steel horizontal unit cabinets 33 13/16 in. wide**



**Card tray, showing follower and stop-catch, to prevent accidental fall from case**

*Stop catches:* All card and check trays are fitted with L. B. Standard stop catches which stop the tray when drawn out to its full length, permitting reference to the entire contents and preventing accidental fall from the cabinet.



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*All steel horizontal units are one standard width, 33$\frac{13}{16}$ in. Carried in stock in olive green and mahogany; other finishes to order. Each unit may be fitted with lock controlling all drawers All trays may be fitted with rods*

## 5-tray unit for 3 x 5 inch cards

**Dimensions**

4$\frac{3}{4}$ in. high, 18 in. deep, outside.

Inside size of trays: 3$\frac{9}{16}$ in. high, 5$\frac{1}{8}$ in. wide, 16$\frac{3}{8}$ in. deep.

Capacity approximately 8,500 lightweight cards with guides.

Shipping weight, 70 lbs.

*Cat. no.*

9365 For either 33 size (7.5 x 12.5 cm.) or 3 x 5 in. cards.

## 15-tray unit for 3 x 5 inch cards

**Dimensions**

12$\frac{3}{4}$ in. high, 18 in. deep, outside.

Inside size of trays: 3$\frac{9}{16}$ in. high, 5$\frac{1}{8}$ in. wide, 16$\frac{3}{8}$ in. deep.

Capacity approximately 25,500 lightweight cards with guides.

Shipping weight, 115 lbs.

*Cat. no.*

93615 For either 33 size (7.5 x 12.5 cm.) or 3 x 5 in. cards.

## 4-tray unit for 4 x 6 inch cards

**Dimensions**

5$\frac{1}{4}$ in. high, 18 in. deep, outside.

Inside size of trays: 4$\frac{9}{16}$ in. high, 6$\frac{1}{8}$ in. wide, 16$\frac{3}{8}$ in. deep.

Capacity approximately 6,800 lightweight cards with guides.

Shipping weight, 65 lbs.

*Cat. no.*

9464 For either 34 size (10 x 15 cm.) or 4 x 6 inch cards.



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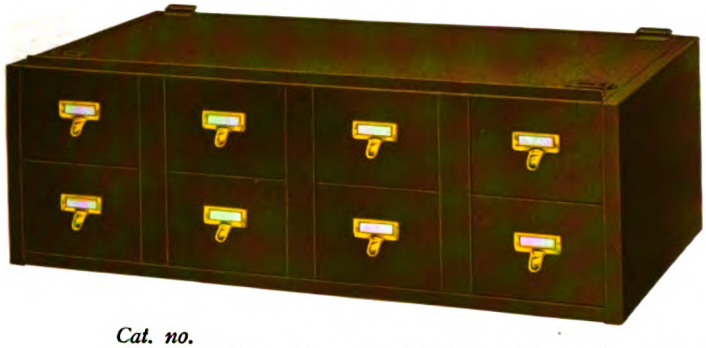
*All steel horizontal units are one standard width, 33$\frac{1}{16}$ in. Carried in stock in olive green and mahogany; other finishes to order. Each unit may be fitted with lock controlling all drawers All trays may be fitted with rods*

## 8-tray unit for 4 x 6 inch cards



**Dimensions**

10$\frac{3}{4}$ in. high, 18 in. deep, outside.

Inside size of trays: 4$\frac{9}{16}$ in. high, 6$\frac{1}{8}$ in. wide, 16$\frac{3}{8}$ in. deep.

Capacity approximately 13,600 lightweight cards with guides.

Shipping weight, 95 lbs.

*Cat. no.*

9468 For either 34 size (10 x 15 cm.) or 4 x 6 in. cards.

## 3-tray unit for 5 x 8 inch cards

**Dimensions**

7 in. high, 18 in. deep, outside.

Inside size of trays: 5$\frac{1}{2}$ in. high, 8$\frac{1}{8}$ in. wide, 16$\frac{3}{8}$ in. deep.

Capacity approximately 5,100 lightweight cards with guides.

Shipping weight, 75 lbs.

*Cat. no.*

9563 For either 35 size (12.5 x 20 cm.) or 5 x 8 in. cards.

## 5-tray unit for 8 x 5 inch cards

**Dimensions**

10 in. high, 18 in. deep, outside.

Inside size of trays: 8$\frac{1}{2}$ in. high, 5$\frac{1}{8}$ in. wide, 16$\frac{3}{8}$ in. deep.

Capacity approximately 8,500 lightweight cards with guides.

Shipping weight, 100 lbs.

*Cat. no.*

9565 For either 35 size on end (20 x 12.5 cm.) or 8 x 5 in. cards.



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*All steel horizontal units are one standard width, 33 3/16 in. Carried in stock in olive green and mahogany; other finishes to order. Each unit may be fitted with lock controlling all drawers*

## 2-drawer correspondence unit

**Dimensions**

12 in. high, two depths: 25¾ in. and 18 in., outside.

For correspondence, quotations, catalogs, documents, odd-sized invoices, and papers not exceeding 9½ x 11⅞ in.

*Cat. no.*

9060 Two filing drawers equipped with L. B. ball-bearing slides and lever controlled followers. 25¾ in. depth. Inside size of drawers: 10½ in. high, 12 in. wide, 23⅞ in. deep. Capacity of each drawer, approximately 5,000 letters with folders and guides.
Shipping weight, 105 lbs.

9061 18 in. depth. Inside size of drawers: as above, except 16⅛ in. deep. Capacity of each drawer, approximately 3,000 letters with folders and guides.
Shipping weight, 95 lbs.

## 2-drawer legal cap unit

**Dimensions**

12¾ in. high, 25¾ in. deep, outside.

Inside size of drawers: 10½ in. high, 15¼ in. wide, 23 9/16 in. deep.

Shipping weight, 120 lbs.

*Cat. no.*

9260 For legal papers, documents, catalogs, blue-prints, photographs, and papers not exceeding 9½ x 15⅛ in. Two filing drawers equipped with cradle suspension slides running on ball-bearing rollers. Capacity of each drawer, approximately 5,000 papers in folders with guides.

9261 18 in. depth. Inside size of drawers: as above, except 15¾ in. deep. Capacity of each drawer, approximately 3,000 letters with folders and guides.
Shipping weight, 95 lbs.



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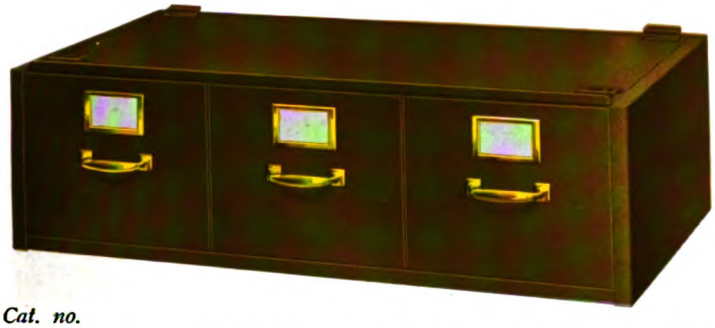
*All steel horizontal units are one standard width, 33 1/8 in. Carried in stock in olive green and mahogany; other finishes to order. Each unit may be fitted with lock controlling all drawers*



## 3-tray bill unit

**Dimensions**

9½ in. high, 18 in. deep, outside.

Inside size of drawers: 8 in. high, 10 in. wide, 16⅞ in. deep.

Shipping weight, 85 lbs.

*Cat. no.*

9161 For credit information, invoices, clippings, and large size card records. Three trays equipped with lever controlled followers.

Capacity of each tray, 3000 sheets in folders with necessary guides.

## 6-file document unit

**Dimensions**

12¾ in. high, 18 in. deep, outside.

Inside size of files: 11 in. high, 4⅝ in. wide, 16½ in. deep.

Shipping weight, 80 lbs

*Cat. no.*

9266 For legal documents, contracts, vouchers, and papers not exceeding 4⅝ x 10 in.
Files fitted with adjustable compressor.

## 18-drawer flat legal blank unit

**Dimensions**

12¾ in. high, 18 in. deep, outside.

Inside size of drawers: 1⅛ in. high, 9¼ in. wide, 15⅞ in. deep.

Shipping weight, 100 lbs.

*Cat. no.*

97618 For storing legal size sheets, policy forms, etc.



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*All steel horizontal units are one standard width, 33 1/16 in. Carried in stock in olive green and mahogany; other finishes to order. Each unit may be fitted with lock controlling all drawers*

## 2-drawer storage unit

**Dimensions**

12¾ in. high, 25¼ in. deep, outside.

Inside size of drawers: 5½ in. high, 30¾ in. wide, 23⅞ in. deep.

Shipping weight, 110 lbs.

*Cat. no.*

9763 For filing large sheets, maps, plans, samples, etc.

## 4-drawer plan unit

**Dimensions**

12¾ in. high, 25¼ in. deep, outside.

Inside size of drawers: 2 in. high, 30¾ in. wide, 23⅞ in. deep.

Shipping weight, 135 lbs.

*Cat. no.*

9765 For filing plans, blue-prints, drawings, maps, etc.
Drawers fitted with hood and compressor.

## 3-tray check or voucher unit

**Dimensions**

6 in. high, 18 in. deep, outside.

Inside size of trays: 4½ in. high, 10 in. wide, 16⅞ in. deep.

Shipping weight, 70 lbs.

*Cat. no.*

9163 For checks or vouchers. Capacity, approximately 7,500 checks.



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*All steel horizontal units are one standard width, 33 1/16 in. Carried in stock in olive green and mahogany; other finishes to order. Each unit may be fitted with lock controlling all drawers*

## 6-drawer storage unit

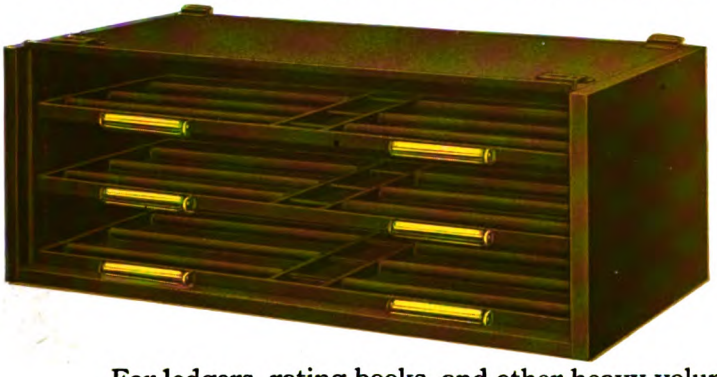
**Dimensions**

12¾ in. high, 18 in. deep, outside. Inside size of drawers: 3½ in. high, 14⅜ in. wide, 16 in. deep.

Shipping weight, 105 lbs.

*Cat. no.*

9766 For storage of samples, stationery, small plans, etc.



## Roller shelf unit

**Dimensions**

12¾ in. high. Two depths: 25¾ in. and 18 in., outside.

25¾ in. depth. Inside size: 12 in. high, 31 1/16 in. wide, 25 in. deep.

Shipping weight, 125 lbs.

For ledgers, rating books, and other heavy volumes. Three steel skeleton shelves fitted with rollers. Shelves are adjustable every inch.

*Cat. no.*

9860 25¾ in. depth.

9861 18 in. depth. Inside size: 12 in. high, 31 1/16 in. wide, 17¼ in. deep.
Shipping weight, 100 lbs.

## Low cupboard unit with doors

**Dimensions**

12 in. high. Two depths: 25¾ in. and 18 in. outside.

25¾ in. depth. Inside size, 11¼ in. high, 31⅛ in. wide, 24½ in. deep.

Shipping weight, 85 lbs.

*Cat. no.* Storage cupboard. Finished inside.

9660 25¾ in. depth.

9661 18 in. depth. Inside size, 11¼ in. high, 31⅝ in. wide, 16¾ in. deep.
Shipping weight, 55 lbs.



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*All steel horizontal units are one standard width, 33 1/16 in. Carried in stock in olive green and mahogany; other finishes to order. Each unit may be fitted with lock controlling all drawers*

## Open bookcase unit

**Dimensions**

12 in. high, 18 in. deep, outside. Inside size: 11¼ in. high, 32 in. wide, 17 in. deep.

Shipping weight, 80 lbs.

*Cat. no.*

9961 For books or storage, particularly of transfer boxes. Finished inside.

## High bookcase unit with sliding glass doors

**Dimensions**

26⅛ in. high, 18 in. deep, outside. Inside size: 24⅞ in. high, 31 1/16 in. wide, 15⅝ in. deep.

Shipping weight, 165 lbs.

*Cat. no.*

9963 For books, storage, or exhibit of samples, etc.
Two sliding glass doors operating the full width of the case. Finished inside.
Two shelves, adjustable every inch.



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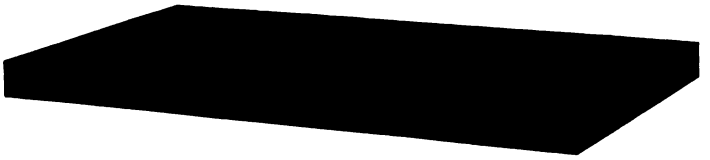
*All steel horizontal units are one standard width, 33⅛ in. Carried in stock in olive green and mahogany; other finishes to order. Each unit may be fitted with lock controlling all drawers*

## Top or cornice unit

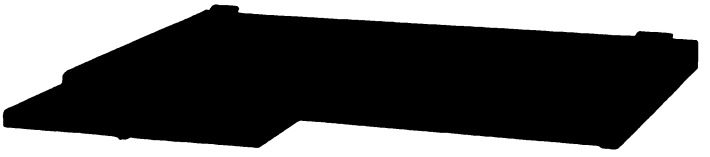


**Dimensions**
2 in. high. Two depths: 26 in. and 18¼ in., outside.

*Cat. no.*

90706 For 25¾ in. depth units. Shipping weight, 30 lbs.
90716 For 18 in. depth units. Shipping weight, 20 lbs.

## Sliding reference shelf unit

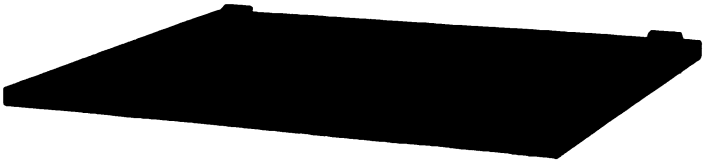


**Dimensions**
1¾ in. high, 18 in. deep, outside.
Shipping weight, 35 lbs.

*Cat. no.*

9865 A great convenience as a rest for tray taken from stack, or for writing surface while consulting records, etc. Takes little room.

## Ledge or filler unit

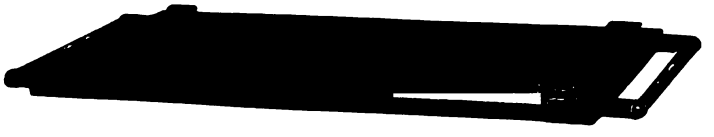


**Dimensions**
One inch high.
Shipping weight, 20 lbs.

*Cat. no.*

9867 For use on top of 25¾ in. depth units, when 18 in. depth units are stacked above.

## Truck handle unit



Used with units when stacked for truck.

*Cat. no.*

9862 For 18 in. depth unit. Shipping weight, 25 lbs.
9863 For 25¾ in. depth unit. Shipping weight, 35 lbs.



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*All steel horizontal units are one standard width, 33 1/8 in. Carried in stock in olive green and mahogany; other finishes to order. Each unit may be fitted with lock controlling all drawers*

## Truck base unit

**Dimensions**

5 3/8 in. high. Two depths: 25 3/4 in. and 18 in., outside. Fitted with "indestructible fabric" tire wheels,—two 4-in. swivel and two 5-in. fixed.

*Cat. no.*

90926 For 25 3/4 in. depth units. Shipping weight, 80 lbs.
90936 For 18 in. depth units. Shipping weight, 65 lbs.

**Tie bars, extending through all units, may be used to fasten the units together.**

## Low leg base unit

**Dimensions**

5 in. high. Two depths: 25 3/4 in. and 18 in.

*Cat. no.*

90806 For 25 3/4 in. depth units. Shipping weight, 35 lbs.
90816 For 18 in. depth units. Shipping weight, 30 lbs.

## High leg base unit

**Dimensions**

17 1/2 in. high. Two depths: 25 3/4 in. and 18 in.

*Cat. no.*

90826 For 25 3/4 in. depth units. Shipping weight, 100 lbs.
90836 For 18 in. depth units. Shipping weight, 75 lbs.



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# Demi-horizontal units

A stack of demi-horizontal units on high leg base

THESE demi-horizontal steel card and filing units are designed to meet the demand for a small steel cabinet which can be readily adapted to a great variety of uses. They are especially valuable for a small business or for private files in the larger offices.

In design, construction, and intermembering features they are identically the same as the L. B. Steel horizontal unit cabinets. They are made in two depths, 18 in. and 25¾ in. The outside width of all units is 19⅛ in.

The standard finishes are olive green and grained mahogany; other finishes to order.

## Advantages

The sectional feature of construction makes possible the greatest variety of filing capacity in the smallest space.

Each unit fits every other unit. Any single cabinet, with base and cornice or top, forms a complete unit which can be added to as necessity requires. Any number or combination of units can be brought together into *one* cabinet.

The cabinets can be grouped in any combination to meet desired filing arrangement, and are readily adapted to the particular space allotted in the office. Rearrangement to meet business growth or other changes is possible without limit.



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*All steel demi-horizontal units are one standard width, 19⅝ in. Carried in stock in olive green and mahogany; other finishes to order. Each unit may be fitted with lock controlling all drawers*
*All trays may be fitted with rods*

## 3-tray unit for 3 x 5 inch cards

**Dimensions**

4¾ in. high, 18 in. deep, outside.

Inside size of trays: 3 9/16 in. high, 5⅛ in. wide, 16⅝ in. deep.

Capacity, approximately 5,100 light-weight cards with guides.

*Cat. no.*

9333 For either 33 size (7.5 x 12.5 cm.) or 3 x 5 in. cards.

## 9-tray unit for 3 x 5 inch cards

**Dimensions**

12¾ in. high, 18 in. deep, outside.

Inside size of trays: 3 9/16 in. high, 5⅛ in. wide, 16⅝ in. deep.

Capacity, approximately 15,300 light-weight cards with guides.

*Cat. no.*

9339 For either 33 size (7.5 x 12.5 cm.) or 3 x 5 in. cards.

## 2-tray unit for 4 x 6 inch cards

**Dimensions**

5¾ in. high, 18 in. deep, outside.

Inside size of trays: 4 9/16 in. high, 6⅛ in. wide, 16⅝ in. deep.

Capacity, approximately 3,400 light-weight cards with guides.

*Cat. no.*

9432 For either 34 size (10 x 15 cm.) or 4 x 6 in. cards.



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*All steel demi-horizontal units are one standard width, 19⅜ in. Carried in stock in olive green and mahogany; other finishes to order. Each unit may be fitted with lock controlling all drawers All trays may be fitted with rods*

## 2-tray unit for 5 x 8 inch cards

**Dimensions**

7 in. high, 18 in. deep, outside.

Inside size of trays: $5\frac{9}{16}$ in. high, 8⅛ in. wide, 16⅝ in. deep.

Capacity, approximately 3,400 light-weight cards with guides.

*Cat. no.*

9532 For either 35 size (12.5 x 20 cm.) or 5 x 8 in. cards.

## 3-tray unit for 8 x 5 inch cards

**Dimensions**

10 in. high, 18 in. deep, outside.

Inside size of trays: 8½ in. high, 5⅛ in. wide, 16⅝ in. deep.

Capacity, approximately 5,100 light-weight cards with guides.

*Cat. no.*

9533 For either 35 size on end (20 x 12.5 cm.) or 8 x 5 in. cards.

## 1-tray bill unit

**Dimensions**

9½ in. high, 18 in. deep, outside.

Inside size of drawer: 8 in. high, 10 in. wide, 16⅝ in. deep.

*Cat. no.*

9131 For credit information, invoices, clippings, and large size card records. Drawer equipped with lever controlled follower. Capacity, approximately 3,000 sheets with folders and guides.



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*All steel demi-horizontal units are one standard width, 19⅜ in. Carried in stock in olive green and mahogany; other finishes to order. Each unit may be fitted with lock controlling all drawers*

## 1-drawer correspondence unit

**Dimensions**

12 in. high. Two depths: 25¼ in. and 18 in., outside.

Inside size of drawers: 10½ in. high, 12 in. wide, 23⅞ in. and 16⅛ in. deep. Fitted with L. B. ball-bearing slides.

*Cat. no.*

9030 25¼ in. depth. Capacity, approximately 5,000 letters with folders and guides.

9031 18 in. depth. Capacity, approximately 3,000 letters with folders and guides.

For correspondence, quotations, catalogs, documents, odd-sized invoices, and papers not exceeding 9½ x 11⅞ in.

## 1-drawer legal cap unit

**Dimensions**

12 in. high. Two depths: 25¼ in. and 18 in., outside.

Inside size of drawers: 10½ in. high, 15¼ in. wide, 23⅞ in. and 16⅛ in. deep. Fitted with L. B. ball-bearing slides.

*Cat. no.*

9230 25¼ in. depth. Capacity, approximately 5,000 letters with folders and guides.

9231 18 in. depth. Capacity, approximately 3,000 letters with folders and guides.

For legal papers, documents, catalogs, blue-prints, photographs, and papers not exceeding 9½ x 15⅛ in.

## 3-file document unit

**Dimensions**

12¾ in. high, 18 in. deep, outside.

Inside size of files: 11 in. high, 4⅝ in. wide, 16⅛ in. deep.

*Cat. no.*

9233 For legal documents, contracts, vouchers, and papers not exceeding 4⅝ x 10 in.

Files fitted with adjustable compressor.



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*All steel demi-horizontal units are one standard width, 19⅝ in. Carried in stock in olive green and mahogany; other finishes to order. Each unit may be fitted with lock controlling all drawers*

## 3-tray combination check and document file

**Dimensions**

12¾ in. high, 18 in. deep, outside.

Inside size of check trays: 4½ in. high, 10 in. wide, 16⅝ in. deep.

Inside size of document file: 11 in. high, 4⅝ in. wide, 16⅛ in. deep.

*Cat. no.*

9134 For checks, vouchers, and documents. Capacity, approximately 5,000 checks.

## 3-drawer flat legal-blank unit

**Dimensions**

6¾ in. high, 18 in. deep, outside.

Inside size of drawers: 1¾ in. high, 17 in. wide, 15⅞ in. deep, with removable partition making two compartments in each drawer.

*Cat. no.*

9733 For storing legal size sheets, policy forms, etc.

## Low cupboard or storage unit

**Dimensions**

12 in. high, 18 in. deep, outside.

Inside size: 11¼ in. high, 17⅛ in. wide, 16¾ in. deep.

*Cat. no.*

9631 Storage cupboard. Finished inside.



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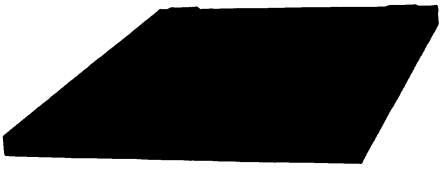
*All steel demi-horizontal units are one standard width, 19⅛ in. Carried in stock in olive green and mahogany; other finishes to order. Each unit may be fitted with lock controlling all drawers*

## Ledge or filler unit

**Dimensions**

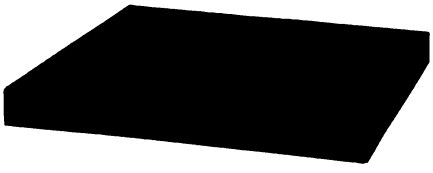
1 in. high.



*Cat. no.*

9837 For use on top of 25¾ in. depth units, when 18 in. depth units are stacked above.

## Top or cornice unit



**Dimensions**

2 in. high. Two depths: 26 in. and 18¼ in., outside.

*Cat. no.*

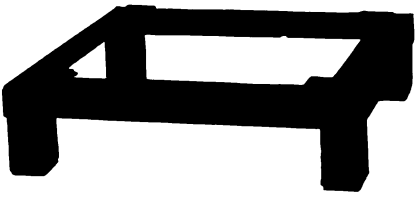
90707 For 25¾ in. depth units.

90717 For 18 in. depth units.

## Low leg base unit

**Dimensions**

5 in. high. Two depths: 25¾ in. and 18 in.



*Cat. no.*

90807 For 25¾ in. depth units.

90817 For 18 in. depth units.

## High leg base unit

**Dimensions**

17¼ in. high. Two depths: 25¾ in. and 18 in.

*Cat. no.*

90827 For 25¾ in. depth units.

90837 For 18 in. depth units.



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# Steel card index tray cabinets

LIBRARY Bureau steel card index tray cabinets have every refinement in design, in mechanical features, and perfection of construction and finish which have made L. B. woodwork standard the world over. The case or shell is made of heavy sheet steel with clean, square-turned edges. The sides, top and bottom, are formed of one continuous piece of steel, the mitered corners, back, and all junctures are fused into one solid piece by oxy-acetylene welding, producing the strongest shell that can be made. There are no exposed rivet or bolt heads of any sort.

Steel tray fitted with stop catches. The two hooks at rear engage with the slide runs in the cabinet, preventing the accidental removal of the tray from its cabinet

### Followers

All the trays are equipped with adjustable steel followers, which are simple, yet positive, and easily adjusted.

The clutching mechanism is absolutely positive, relying in no way on friction, screw, or spring devices to hold the follower in place. The follower, however, may be moved forward or back with a mere touch of the hand when adjustment is required.

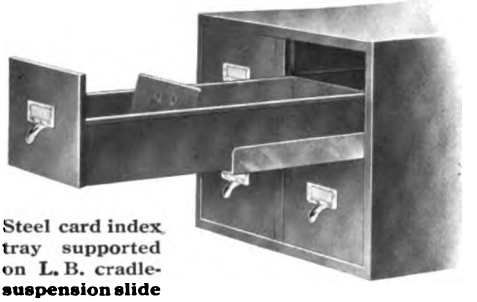
This follower occupies the minimum amount of usable filing space in the tray.

### Tray fitted with stop catches

The two hooks at the rear engage with the slide runs in the cabinet, preventing the accidental removal of the tray from the cabinet.

### Cradle-suspension slides

Trays may be fitted with L. B. cradle-suspension slides which not only support the trays horizontally when fully extended, but permit complete removal of the trays from the cabinet by merely lifting the front of tray.



Steel card index tray supported on L. B. cradle-suspension slide

**The slide supports the tray in horizontal position when pulled out to extreme length**

*All Steel tray cabinets are 16¼ in. deep, front to back, outside. Carried in Stock in olive green and mahogany; other finishes to order. Cabinets may be fitted with lock controlling all trays*

*All trays are 14⅞ in. deep inside*

### 2-tray cabinets

Capacity, 2,900 light-weight cards with guides

| *Cat. no.* | |
|---|---|
| 2352 | For either 33 size (7.5 x 12.5 cm.) or 3 x 5 in. cards. Outside dimensions: 5⅛ in. high, 13⅜ in. wide. |
| 2452 | For either 34 size (10 x 15 cm.) or 4 x 6 in. cards. Outside dimensions: 6⅛ in. high, 15⅜ in. wide. |
| 2552 | For either 35 size (12.5 x 20 cm.) or 5 x 8 in. cards. Outside dimensions: 7⅜ in. high, 19⅜ in. wide. |



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*All steel tray cabinets are 16¼ in. deep, front to back, outside. Carried in stock in olive green and mahogany; other finishes to order. Cabinets may be fitted with lock controlling all trays*

### 4-tray cabinets

**Capacity, 5,800 light-weight cards with guides**

*Cat. no.*

**2354** For either 33 size (7.5 x 12.5 cm.) or 3 x 5 in. cards. Outside dimensions: 9⅛ in. high, 13⅝ in. wide.

**2454** For either 34 size (10 x 15 cm.) or 4 x 6 in. cards. Outside dimensions: 11⅛ in. high, 15⅝ in. wide.

**2554** For either 35 size (12.5 x 20 cm.) or 5 x 8 in. cards. Outside dimensions: 13⅝ in. high, 19⅝ in. wide.

### 6-tray cabinets

**Capacity, 8,700 light-weight cards with guides**

*Cat. no.*

**2356** For either 33 size (7.5 x 12.5 cm.) or 3 x 5 in. cards. Outside dimensions: 13⅛ in. high, 13⅝ in. wide.

**2456** For either 34 size (10 x 15 cm.) or 4 x 6 in. cards. Outside dimensions: 16⅛ in. high, 15⅝ in. wide.

**2556** For either 35 size (12.5 x 20 cm.) or 5 x 8 in. cards. Outside dimensions: 20¼ in. high, 19¼ in. wide.

### 9-tray cabinets

**Capacity, 13,000 light-weight cards with guides**

*Cat. no.*

**2359** For either 33 size (7.5 x 12.5 cm.) or 3 x 5 in. cards. Outside dimensions: 13⅛ in. high, 19⅞ in. wide.

**2459** For either 34 size (10 x 15 cm.) or 4 x 6 in. cards. Outside dimensions: 16⅛ in. high, 23¼ in. wide.



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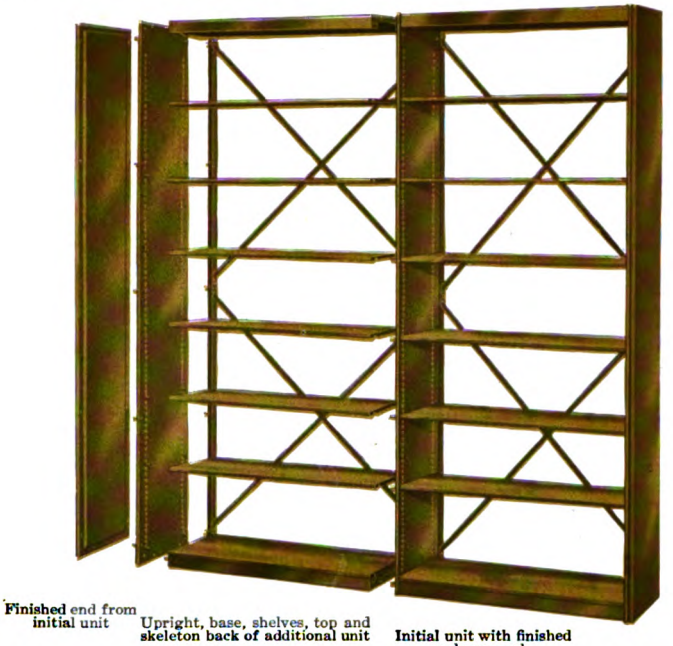
# L. B. Unit steel storage shelving


Finished end from initial unit
Upright, base, shelves, top and skeleton back of additional unit
Initial unit with finished end removed

**Initial unit with left end removed, showing also component parts of additional unit**

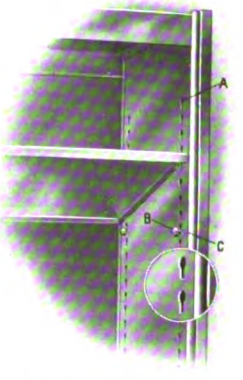
LIBRARY BUREAU unit steel storage shelving is designed to provide a simple, inexpensive, yet strong, rigid, and durable shelving for use in vaults, storage rooms, and offices. It is especially adapted for use in vaults of banks and commercial houses, in supply and store rooms generally, and in offices where deep shelving is required. In vaults it is used for the storage of transferred correspondence, ledgers, and records of every nature. In the supply or store room it is used for the storage of stationery and general supplies. In offices it is used for the storage of miscellaneous material. It is also adapted for use in storing merchandise. Built on the unit principle, it permits of unlimited expansion or rearrangement. This feature makes possible the purchase of an original installation of sufficient size for actual needs which may be added to as increasing records or matter to be stored demand.

### Simplicity

This shelving has been reduced in manufacture to the smallest possible number of parts and made as completely interchangeable as possible. An examination of the illustration will show that there are few parts; a base, top, shelf (made in two lengths); upright; back (built in two types); and finished end. Owing to the simplicity and small number of parts, this shelving can be installed at a small cost as compared with the expense of specially built shelving.

### Strength, rigidity, and durability

This is built of heavy gauge furniture steel, with uprights formed into a $\frac{5}{8}$ in. round bead at front for stiffness, and securely bolted to base and top. Further reinforcement is secured by the use of a solid or skeleton back rigidly bolted to base, top, and uprights, forming a framework which is strong, rigid, and durable.




**Method of shelf adjustment**



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## Unit construction

Each section or unit is composed of uprights joined by the top and base members, each section being fitted with a solid or skeleton back rigidly bolted to top, base, and uprights. The uprights (see lower illustration on page 45) are punched, for shelf adjustment, on inch centers with key-shaped holes (*a*), into which are placed shelf pins (*b*). The shelves are supported upon these pins and fastened securely to the uprights by the use of nuts (*c*). Finished ends are bolted to the end uprights of each range by means of short screws, furnishing finished panels which cover the uprights completely and hide all connecting bolts. The whole construction is so simple that by the use of a screwdriver and wrench an unskilled person can join this shelving together. The shelves are flanged down at the ends and formed at back and front into a threefold truss, thus securing the greatest possible strength. These shelves are securely bolted to uprights with specially constructed shelf pins and nuts.

## Two hights

This shelving is made in two hights, 7 ft. 4 in. and 9 ft. 4 in., each carried in stock in 36 in. and 24 in. sections. The 7 ft. 4 in. hight is furnished with seven shelves of standard depth, 14 in. The 9 ft. 4 in. hight is furnished with nine shelves. Both hights may be furnished with either solid or skeleton backs.

**Two 5-ft. ranges of 7 ft. 4 in. hight shelving, placed back to back, each consisting of one 36 in. and one 24 in. length section, with solid backs**

This stack is made only in the wall style, but the double shelving feature is readily accomplished by placing units back to back. By use of the 36 in. and 24 in. length sections ranges can be built to fit practically any available floor space.

**L. B. unit steel storage shelving (9 ft. 4 in. hight) with 36 in. sections used for the storage of stationery and miscellaneous office supplies. Sections arranged back to back with convenient aisles between. One wall range in the background**

## How to order

In ordering, specify whether an *initial* unit is wanted or an *additional* unit to be added to a previous installation.

An initial unit is composed of two uprights, top, base, back, and shelves, with finished ends.

An additional unit consists of only one upright, top, base, back, and shelves.

Finished ends are necessary only when the ends of the shelving are exposed to view.

## Catalog numbers and specifications

### Complete units

**Units with open or skeleton back**

| Cat. no. | Hight | No. of shelves | Length of shelf |
|---|---|---|---|
| 7013.4 | 7 ft. 4 in. | 7 | 24 in. |
| 7013.5 | 7 ft. 4 in. | 7 | 36 in. |
| 7014.4 | 9 ft. 4 in. | 9 | 24 in. |
| 7014.5 | 9 ft. 4 in. | 9 | 36 in. |

**Units with full or closed back**

| Cat. no. | Hight | No. of shelves | Length of shelf |
|---|---|---|---|
| 7013.2 | 7 ft. 4 in. | 7 | 24 in. |
| 7013.3 | 7 ft. 4 in. | 7 | 36 in. |
| 7014.2 | 9 ft. 4 in. | 9 | 24 in. |
| 7014.3 | 9 ft. 4 in. | 9 | 36 in. |



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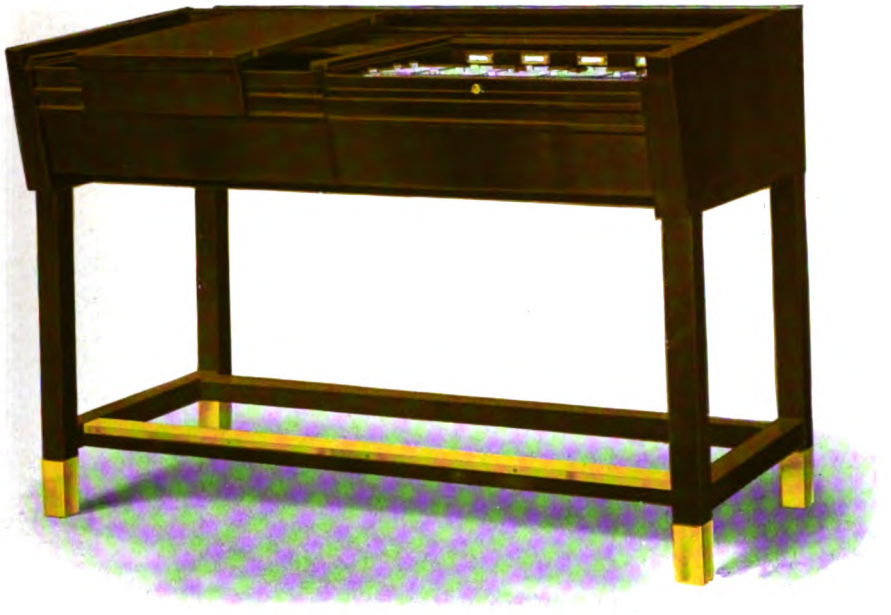
# Standing card ledger desk



Outside dimensions: 43½ in. high at front, 45½ in. high at back, 65¾ in. wide, 33½ in. deep

| *Cat. no.* | |
|---|---|
| 7350 | Without trays. |
| 7350.5 | With eight trays for 8 x 6 in. cards. |
| 7350.6 | With ten trays for 8 x 5 in. cards. |

THE L. B. standing card ledger desk is designed for ledgers to which there is frequent reference, often by more than one individual. It has proved especially satisfactory in savings banks, where the teller or bookkeeper is continually going back and forth from his window to the ledger, making entries or comparing a passbook with an account. Reference is made without interfering with the person who may be working on the cards. As each reference takes only a few seconds it is most convenient that the ledger be housed in a desk of standing hight. Its use is not limited to banks, but may readily be adopted by commercial concerns. This desk may be secured either in an olive green or a mahogany finish.

For rigidity in construction and convenience in operation the body of the desk is divided into two compartments, each with a drop front fitted with tracks to take the front rollers of the posting board. This can be pushed back and forth over the entire width of the desk, and furnishes a handy working top and reference space. The posting board is fitted with a linoleum top and a mahogany strip at the front. If desired, a non-spilling ink-well can be set into the linoleum top.

Each compartment of the desk is fitted with a new one-piece curtain which makes these desks practically water-proof. Drainage holes and channels are so located as to take off any reasonable amount of water which may come down on the desk.

The front of the desk is hinged and can be easily dropped in order to facilitate removal of the trays.

The desk will hold ten trays for 8 x 5 in. cards or eight trays for 8 x 6 in. cards. When the cards are not in use they are held in upright position by adjustable followers and bail compressors, made with a flange at the top for use in removing the trays from the desk. The capacity of each tray is approximately 1,000 heavy-weight cards.

A Yale lock is fitted to each compartment of the desk.



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# Steel unit card record desk

**Double wing unit record desk**

Outside dimensions: 71⅝ in. wide, 39 in. deep, overall. Posting board unit: 26 in. wide, 20½ in. deep. Card unit only, outside dimensions: 39 in. wide, 22 13/16 in. deep. Inside dimensions: 38¾ in. wide, 20⅛ in. deep

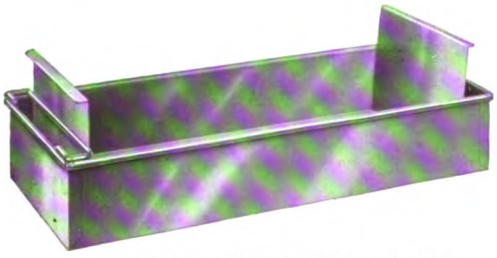
## Card file and desk in one

THE unit card record desk is a combination card file and desk. It houses an immense number of cards at hand level below the eye and all within arm's reach. This desk occupies very little space and is capable of indefinite expansion.

The cards in the unit record desk may be used for stock records, ledgers, customers' lists, credit information, sales records, price quotations, orders, indexes, etc.; in fact, for any purpose for which card records are used.

## Cuts the "finding time" in two

The cards in a unit record desk are so easily and quickly located that the finding time is cut in two.



Tray for card record desk. Fitted with a bail compressor at the front and with follower of the lever-clutch design

## Each wing or section fitted with tray

Each wing will hold from four to eight trays, the number depending upon the size of the cards. Hand-holes in the trays facilitate their easy removal.

A posting section with battleship linoleum tops, and fitted with a plain storage drawer, connects the units.

The cover is of the disappearing type; when lifted, it drops down into the body and the outside legs of the desk. Each cover is fitted with a Yale paracentric lock.



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The L. B. steel unit card record desk is used either as a double unit desk or as a single unit desk. The single unit desk consists of card unit, posting section, and a pair of end legs.

The desk is finished in olive green; other finishes to order.

**Single wing unit record desk**

Outside dimensions: 48 13/16 in. wide, 39 in. deep overall. All trays are 20 in. deep outside, 18½ in. deep inside

| *Cat. no.* | | *Approximate capacity in cards* |
|---|---|---|
| 7353.1 | Single desk, consisting of one unit fitted with six 3 x 5 in. trays, posting unit and end, *approximate capacity 12,000 cards* | |
| 7353.2 | As above, with five 4 x 6 in. trays | 10,000 |
| 7353.3 | As above, with four 5 x 8 in. trays | 8,000 |
| 7353.6 | As above, with six 8 x 5 in. trays | 12,000 |
| 7353.8 | As above, with four 10 x 8 in. trays | 8,000 |
| 7353.4 | As above, with three 9⅞ x 9⅞ in. trays | 6,000 |
| 7353.9 | As above, with three 10 x 8 in. trays with allowance for offset | 6,000 |
| 7353.5 | As above, with three 9⅞ x 9⅞ in. trays, with allowance for offset | 6,000 |
| 7353.7 | As above, with seven 6 x 4 in. trays | 14,000 |
| 7353.1 DR | Double desk, consisting of two units fitted with twelve 3 x 5 in. trays and posting unit | 24,000 |
| 7353.2 D | As above, with ten 4 x 6 in. trays | 20,000 |
| 7353.3 D | As above, with eight 5 x 8 in. trays | 16,000 |
| 7353.6 D | As above, with twelve 8 x 5 in. trays | 24,000 |
| 7353.7 D | As above, with fourteen 6 x 4 in. trays | 28,000 |
| 7353.8 D | As above, with eight 10 x 8 in. trays | 16,000 |
| 7353.4 D | As above, with six 9⅞ x 9⅞ in. trays | 12,000 |
| 7353.9 D | As above, with six 10 x 8 in. trays with allowance for offset | 12,000 |
| 7353.5 D | As above, with six 9⅞ x 9⅞ in. trays with allowance for offset | 12,000 |

The cover of this desk is the disappearing type. When lifted, this cover drops down into the body and the outside legs of the desk, thus doing away with the objection of loose covers. All covers are fitted with lock

Capacities given above are for standard light-weight record cards with guides.

## Chair for card record desk

*Cat. no.*

7290 Swivel chair, illustrated above, adjustable upholstered leather back; circular, leather seat, 15 in. in diameter. Furnished in olive green finish, oak and mahogany.



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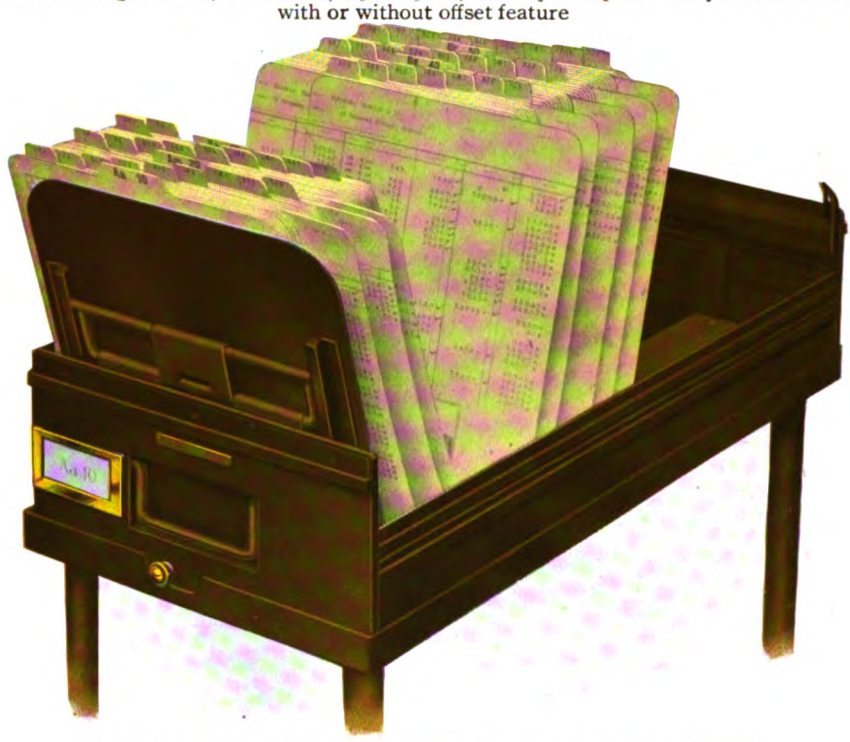
# The L. B. Steel card ledger tray

**For mechanically posted ledgers**

**For standard ledger cards, 10 x 8 in., 9⅞ x 9⅞ in., and 9¼ x 11¼ in. Trays carried in stock with or without offset feature**



Ledger in working position. Cards that have been posted are offset to the right

THE L. B. Steel card ledger tray is designed to facilitate the handling of the ledger cards and to get the greatest possible speed. The right-hand side can be dropped down so that the operator can see the balance on the lowest line without removing the card from the tray. The inside bottom of the tray has a strip of sand-blasted aluminum, to prevent the ledger cards from slipping down, and the follower and face compressor are so designed that the cards are always kept in a convenient working position.

When cut to any desired account, a perfect V-shaped opening is made, the cards remaining open until the next account is sought. The compressors are adjustable, so that when the day's work is completed the cards are held securely in an upright position until the next day's work.

The trays are made extra width, making provision for the offsetting of the cards after posting and until the daily balances have been proved.

Each tray is fitted with a rod which runs through the rod projection of the guides only and securely fastens

**Ledger after day's work has been completed**
Showing compressor locked in position to keep the cards upright. Removable cover is kept in the base while ledger is in use



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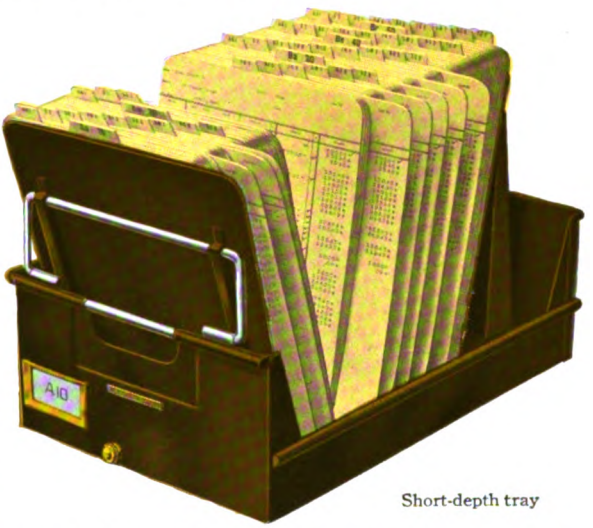
them into the tray. This feature keeps the ledger in alignment and definitely designates those accounts which have been offset.

Equipped with solid bronze drop handles front and back, and mounted on bases with casters, they can be easily moved about. Felt feet are placed on the bottom, in order that they may also be used on a table or desk when desired. These trays have all the refinements necessary for the successful handling of a ledger. They are built to stand the wear and tear of the severe use to which they are put and are Library Bureau quality throughout.

These trays are carried in stock for the standard ledger cards 10 in. high x 8 in. wide, 9⅞ in. high x 9⅞ in. wide, and 9½ in. high x 11¾ in. wide. They may be had either with or without the offset feature. The capacity of each tray is approximately 1200 cards and guides. The outside depth including hardware is 22⅛ in., not including hardware, 21⅞ in. These trays are carried in stock in olive green and mahogany finishes, with or without covers. They may be fitted with locks when desired.

## Short-depth trays

The short-depth trays are designed for use with commercial ledgers of only a small number of accounts or where it is desired to use small housing units. These trays will fit easily into the average safe. The inside bottom has a strip of sand-blasted aluminum, to prevent the cards from slipping. The right side of each tray is cut down so that the postings, even to the very bottom of the card, may easily be read. They are fitted with compressor and follower and have hand holes at both front and back. Each tray has a rod which runs through the rod projection of the guides. There is no projecting hardware. The outside depth is 16 in. There are two sizes, for cards 10 in. high x 8 in. wide and 9⅞ in. high x 9⅞ in. wide. They are carried in stock without covers only, in both olive green and mahogany finishes.



Short-depth tray

Detail showing adjustable feature of base

## Bases

Bases of the adjustable type may be obtained for use with all L. B. steel card ledger trays. They are adjustable from sitting to standing hight (22¾ in. to 32¾ in.) and the intermediate hights on inch centers. Legs of bases are made in two sections. The upper sections are attached to the pan or top of the base which holds the tray and telescope into the lower sections. Upper sections are drilled on one-inch centers and held to adjustment by means of set screws. Each base also has a shelf to hold the cover when the tray is in use. They are mounted on casters and can be easily moved about. These bases may be purchased with a brake when desired.



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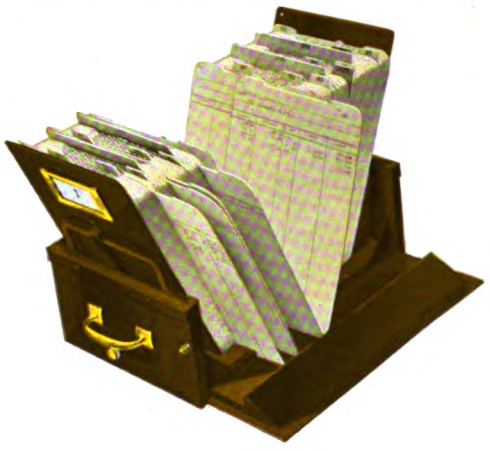
Cards compressed



Cards offset

**L. B. Steel ledger tray for 8″ x 6″ cards**
**Cat. no. 1292.5**

## Bank card ledger and statement trays

*Cat. no.*

1266 For cards or statements 9½ in. high, 11⅛ in. wide, allowance for offset.
Outside dimensions: 11⅛ in. high (inc. felt pads), 15½ in. wide.

1276 Tray, same as 1266, without cover.

1267 For cards or statements 12 in. high, 11⅛ in. wide, with allowance for offset.
Outside dimensions: 13⅝ in. high (inc. felt pads), 15½ in. wide.

1277 Tray, same as 1267, without cover.

## Commercial card ledger trays

1268 For cards 9⅞ in. wide.
Outside dimensions: 11⅝ in. high (inc. felt pads), 10½ in. wide.

1278 Tray, same as 1268, without cover.

1269 For cards 10 in. high, 8 in. wide, with allowance for offset.
Outside dimensions: 11⅝ in. high (inc. felt pads), 10½ in. wide.

1279 Tray, same as 1269, without cover.

1270 For cards 9½ in. high, 11⅛ in. wide.
Outside dimensions: 11⅝ in. high (inc. felt pads), 12½ in. wide.

1280 Tray, same as 1270, without cover.

1271 For cards 9⅞ in. high, 9⅞ in. wide, with allowance for offset.
Outside dimensions: 11⅝ in. high (inc. felt pads), 12½ in. wide.

1281 Tray, same as 1271, without cover.

## Commercial card ledger trays — short depth

1289 For cards 10 in. high, 8 in. wide, with allowance for offset.
Outside dimensions: 10⅝ in. high to top of compressor (inc. felt pads), 10⅝ in. wide.

1291 For cards 9⅞ in. high, 9⅞ in. wide, with allowance for offset.
Outside dimensions: 10⅝ in. high to top of compressor (inc. felt pads), 12⅝ in. wide.

1292.5 For cards 8 in. high, 6 in. wide.
Outside dimensions: 9 in. high to top of compressor (inc. felt pads), 7 in. wide.

## Adjustable leg bases for above

1266B For 1266, 1267, 1276, 1277, and 1262.995 trays.
1270B For 1270, 1271, 1280, 1281, 1262.95, and 1262.445 trays.
1270.1B For 1268, 1269, 1278, 1279, 1262.45, and 1262.335 trays.
1270.2B For 1262.35 tray.
1288B For 1289 tray.
1290B For 1291 tray.



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# Steel vertical transfer units

THIS vertical transfer cabinet consists of a shell containing drawers of the regular 750 transfer type.

The unit is 51 in. high and 28⅛ in. deep outside, and each drawer has 26¾ in. of filing space. A number of these units can be bolted together side by side in the same manner as other vertical units. Finished ends can be inserted from the bottom when desired.

The sides are of channel construction to give the necessary strength and rigidity, and are further stiffened by the square tubular drawer supports which are electrically spot welded to the sides. The drawer separators are held in place by a mortise and tenon joint with lock wedges. The cabinet is made strong enough to stand superimposing three units high when necessary, if steel plates are placed between them.

Cat. no. 8070

The drawer body is made of one sheet of steel, reinforced by a channel extending the full length of the drawer. Front and back edges are formed over a heavy wire for stiffening. For convenience in handling the drawer the back has a hand-hole at the top. To prevent the drawer from being accidentally pulled out, the back is made high enough to serve as a stop.

To permit the drawer to slide in and out easily, there are four steel rollers for each drawer. The weight of the drawer is carried on two rollers at the front of the drawer supports. The other two rollers are at the top of the back of the drawer.

These units are made in three sizes:

| *Cat. no* | |
|---|---|
| 8070 | 4-drawer correspondence unit. |
| 8170 | 5-drawer bill unit. |
| 8270 | 4-drawer legal unit. |



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# L. B. Unit steel transfer cases

**Permanent cases for safe storage of transferred correspondence. A steel transfer case with a drawer that runs on roller bearings**

*Cat. no.*
**700 Correspondence**
**701 Bill**
**702 Legal**

THE L. B. steel transfer unit is built to stand all the severe usage and rough handling a transfer case is bound to get—a case that can be put in any kind of a storeroom with ample protection for its contents against dampness, vermin, and rats—a case that is fire resisting.

## Construction

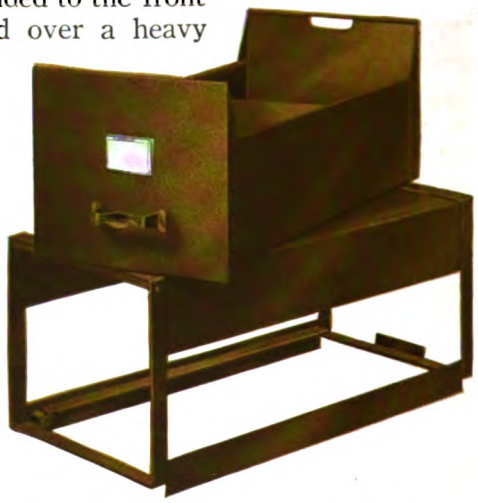
This unit combines great rigidity with extreme compactness. The frame is of skeleton construction and made of heavy steel, electrically welded together. The drawer is wonderfully strong; the sides and bottom, formed of one sheet of steel, are electrically welded to the front and back. All top edges are formed over a heavy wire for stiffening and the bottom made with channel construction, giving additional rigidity. The back has a hand-hole at the top, for convenience in handling drawer. Front has large label holder and a generous drawer pull.

## Ease of operation

Steel roller bearings fitted in the bottom of the frame at the front allow the drawer to run smoothly.

## Intermembering feature

Any number of units may be joined together into one solid cabinet by intermembering one above the other and side by side. The flanges on each side of the frame at the bottom are made with a projection which fits into a notch at the



**Two steel roller bearings are fitted in the bottom of the frame at the front**

Drawer also may be fitted with two additional **rollers, as** illustrated on opposite page



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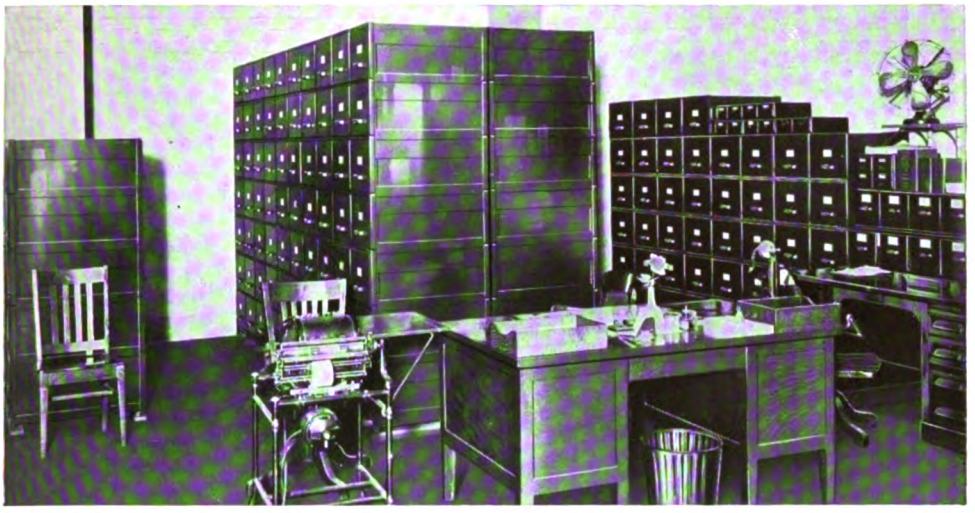
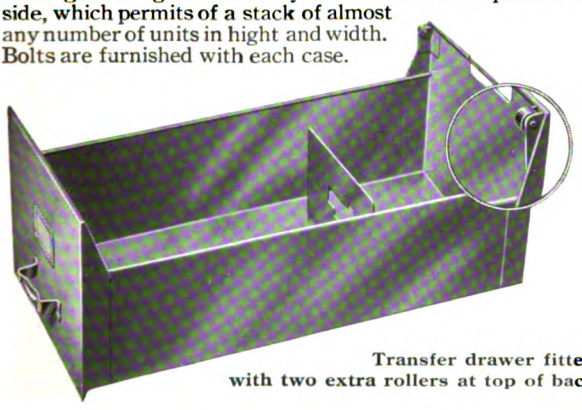


**Installation in one corner of a large office, showing aisle arrangement of transfer cases**
Units may be stacked as high and as wide as space permits

top of the unit underneath; the front of the flange fits back of the frame on the unit beneath, thus locking units together securely. The units are also punched for bolting together when placed side by side, which permits of a stack of almost any number of units in hight and width. Bolts are furnished with each case.



Transfer drawer fitted with two extra rollers at top of back

## Drawer fitted with two additional rollers

| *Cat. no.* | |
|---|---|
| **750** | Correspondence |
| **751** | Bill |
| **752** | Legal |

## Followers and rods

All drawers may be fitted with a removable steel follower and standard rods, giving the advantages of a regular filing drawer.

## Bases

A three-inch sanitary leg base may be supplied when it is desired to raise the units from the floor.

| *Cat. no.* | | |
|---|---|---|
| 720 | For 700, or 750 | Correspondence size |
| 721 | For 701, or 751 | Bill size |
| 722 | For 702, or 752 | Legal size |

**Units may be stacked one above the other and also joined together side by side**
Leg bases are recommended for stacks more than four cases high



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## 4 x 6 Card transfer case

Cat. no. 754

## 8 x 5 Card transfer case

Cat. no. 758

### Sizes and dimensions

**Correspondence size, Cat. no. 700**
Net weight, 26¼ lbs.

| | High | Wide | Deep |
|---|---|---|---|
| Case outside | 12″ | 13⅛″ | 27″ |
| Case inside | 10½″ | 12″ | 26¾″ |

(Cat. no. 750, same as 700, except with two additional rollers.)

**Bill size, Cat. no. 701**
Net weight, 21¾ lbs.

| | | | |
|---|---|---|---|
| Case outside | 9½″ | 11⅛″ | 27″ |
| Case inside | 8″ | 10″ | 26¾″ |

(Cat. no. 751, same as 701, except with two additional rollers.)

**Legal size, Cat. no. 702**
Net weight, 30 lbs.

| | | | |
|---|---|---|---|
| Case outside | 12″ | 16⅜″ | 27″ |
| Case inside | 10½″ | 15¼″ | 26¾″ |

(Cat. no. 752, same as 702, except with two additional rollers.)

| | High | Wide | Deep |
|---|---|---|---|
| **3 x 5 Card transfer unit, Cat. no. 753** | | | |
| Case outside | 10⅛″ | 11¾″ | 27″ |
| **4 x 6 Card transfer unit, Cat. no. 754** | | | |
| Case outside | 12⅛″ | 13¾″ | 27″ |
| **5 x 8 Card transfer unit, Cat. no. 755** | | | |
| Case outside | 7⅛″ | 18⅝″ | 27″ |
| **10 x 8 Card transfer unit, Cat. no. 756** | | | |
| Case outside | 12⅛″ | 18⅝″ | 27″ |
| **9⅞ x 9⅞ Card transfer unit, Cat. no. 757** | | | |
| Case outside | 12⅛″ | 11¼″ | 27″ |
| **8 x 5 Card transfer unit, Cat. no. 758** | | | |
| Case outside | 10⅛″ | 12⅝″ | 27″ |
| **Tabulating card transfer unit, Cat. no. 759** | | | |
| Case outside | 10¼″ | 17⅛″ | 27″ |
| **12 x 12 Card transfer unit, Cat. no. 760** | | | |
| Case outside | 14⅛″ | 13⅜″ | 27″ |
| **Check transfer unit, Cat. no. 764** | | | |
| Case outside | 12⅛″ | 11⅛″ | 27″ |

Any of the above may be fitted with adjustable steel follower.
May be fitted with L. B. screw-thread round rod.
Cases are finished in olive green enamel.

## Check transfer case

Cat. no. 764

## Tabulating transfer case

Cat. no. 759



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# L. B. Record Safe

**Awarded the "B" label by the Underwriters' Laboratories**

**Dimensions**

| | | | | | |
|---|---|---|---|---|---|
| **Cat. no. 7701** | **Outside:** | **71¼" high, over all.** | **46½" wide, 33"** | **deep.** | **Weight 1375 lbs.** |
| | **Inside:** | **56¼" high.** | **34" wide, 22¼"** | **deep** | |

EVERY day in every city in the country, fire — that deadly enemy of business — is wreaking havoc. Not only is it destroying replaceable goods, but — even more serious — it is ruining vital, invaluable business records that can never be replaced.

**Corner of open safe showing some L. B. special features** — hinges and dowel pins — lock bolts and bronze bushings — intermembering door joints and compression door strike

The vital necessity for the safe keeping of records and documents and of their protection against this most destructive of elements, fire, has resulted in the designing and building of many types of safes. The advent of many-storied office buildings and the need for constant and rapid expansion and re-arrangement of suites of offices created a demand for a light and easily moved safe.

### L. B. Safe provides maximum protection

Library Bureau has after several years of study and research produced the ideal light-



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L. B. Record Safe open, showing an arrangement of horizontal units. Interior equipment may be varied to meet the requirements of any customer. Price of the safe does not include any interior equipment

weight safe that successfully meets the most exacting conditions and provides the maximum protection of important records and systems.

Its development required the science of the engineer, the skill of the mechanic, the art of the craftsman. The metallurgist's aid and the chemist's help were also necessary for the successful development of the new L. B. Record Safe.

**Tested and approved by Underwriters' Laboratories**

This safe has also been tested and approved by the Underwriters' Laboratories, an organization established and maintained by the National Board of Fire Underwriters, for service not profit.

The Underwriters' Laboratories require three separate tests. First, the Explosion Test, to determine whether under violent fire conditions sufficient pressure can be generated from the filler or insulating material in sufficient volume to explode the safe, or cause rupture or distortion sufficient to permit the passage of flame or heat to the inside of the safe. Second, the Heat Endurance Test, to determine the ability



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of the safe to withstand high temperature for long periods of time. Third, the Drop Test, to determine whether the safe is strong enough to withstand the terrific impact of a long fall when highly heated.

**L. B. Safes in actual use to be re-tested**

The L. B. Record Safe passed all these tests, showing a much higher degree of efficiency than is demanded by the requirements of the National Board of Fire Underwriters. As a guarantee that Library Bureau will maintain the high standards in both material and construction of its safes, the Underwriters' Laboratories have been requested to make periodic re-tests of safes actually in use. *This voluntary action on the part of Library Bureau to offer its safes for re-tests has never been made previously by any safe manufacturer and marks a distinct step in advance.*

**Special features**

An examination of the technical features of the safe will reveal some of the many exclusive L. B. patented features which give to this light-weight safe even greater protection from fire than heavy-weight safes.

An examination will reveal many practical improvements. Its inside capacity equals that of a safe of more than double its weight. The position of the hinges permits a full swing of the doors. The safe can be fitted snugly even into the extreme corner of a room or an office, and yet allowing easy access to every tray or drawer in order. The dial of the combination lock is placed four feet above the floor level, giving easy vision without stooping.



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# Bank teller's note box

Cat. no. 1241

EVERY bank has notes, collateral papers and other valuable documents which must be carefully protected, and yet be readily accessible. During business hours they are needed in the teller's cage for immediate reference.

Library Bureau has designed a steel note box which is intended to fill this particular need in the teller's cage. It is made of the best grade of furniture steel. The sides and bottom are in one continuous piece; the head and back are electrically spot welded to the sides; and all corners are acetylene welded so as to make a strong substantial box. A reinforcing strip is attached to the inner surface of the rear of the body and rear of the cover to receive the hinges, thus giving a strong construction at the hinge joint. The top, when open, is supported by two stay joints. It is made in both olive green and mahogany finish.

This note box is 5¼ in. high, 11 in. wide and 16 in. deep outside, and is 4½ in. high, 10 in. wide and 14½ in. deep inside. Deducting for the follower, there is a filing depth of 13¼ in.

The box is equipped with a round rod which passes through the projection on the bottom of the guides, and has a lever type adjustable follower to hold the contents in place in a vertical position.

A polished cast bronze drop handle on the front of the box makes it easy to carry back and forth between the vault and the teller's cage. The box weighs only 11¼ lbs.

A Yale paracentric lock prevents unauthorized persons from tampering with the contents of the box.



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# Unit filing cabinets in wood

Illustrations of different types of Library Bureau filing equipment in wood.
"Unit filing cabinets in wood" (*Cat. no. 708*) upon request.

Standard vertical units

Counter-hight units

Demi-horizontal units

Cambridge design horizontal units

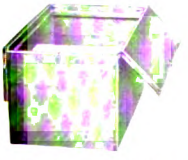
Tray case

Ilion design horizontal units

Roll-top unit card record desk double wing

Roll-top unit card record desk single wing

Standing card ledger desk

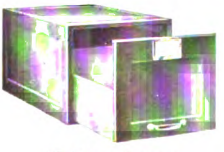


Hinged-cover vertical filing tray

Sorting tray

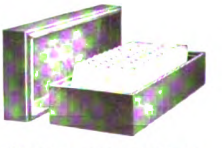
Unit card record desk single wing

Unit card record desk double wing

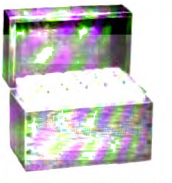


Unit transfer case

Desk letter tray



Shut-over cover card tray



Hinged-cover card tray



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# Library Bureau literature upon request

*Any of these catalogs, booklets, and folders may be had at our branch offices (listed on page 1) or will be sent upon request*

Vertical filing
Visible record file
L.B. Card ledgers mechanically posted
Cards and filing supplies
Unit filing cabinets in wood
L.B. Record safe
Steel card and filing cabinets
Purchasing department records
Insurance and real estate records and equipment
L.B. Card cabinets and desk trays
Finding a profession instead of a job
Library supplies
How to organize a library
Filing as a profession
The L.B. Automatic Index serves The United States Government
Fixed wood book shelving
School libraries
Bank filing

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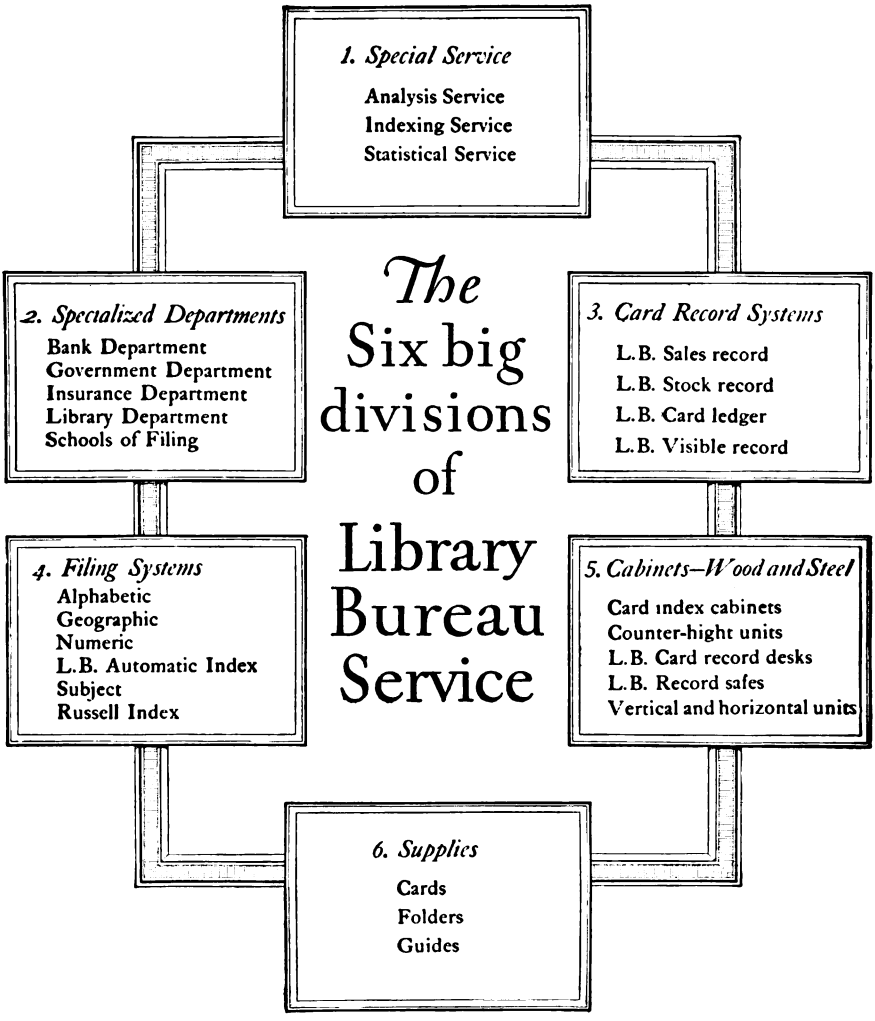


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# Price List

To be used with catalog no. 707

## "Steel card and filing cabinets"

**October 23, 1922**

**Subject to change without notice**

Library Bureau

Card and filing systems

Filing cabinets wood and steel

Founded 1876



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# Price List
# "Steel card and filing cabinets"

**Cat. no. 707**

**October 23, 1922. Subject to change without notice**

## L. B. Steel vertical unit cabinets

All steel vertical units are one standard hight (51 in.), and depth (25¼ in.) outside. Carried in stock in olive green and mahogany; other finishes to order. Units may be fitted with L. B. Automatic lock, controlling all drawers, at prices listed below.

| Page | Cat. no. | Description | Olive green finish | Mahogany finish | Lock add'l | Rods add'l |
|---|---|---|---|---|---|---|
| 12 | 8050 | 4-drawer correspondence . . . | $52.00 | $59.00 | $6.50 | |
| | 8051 | 3-drawer correspondence with 2 double-row drawers for 3 x 5 cards . . . . . | 63.00 | 72.00 | 6.75 | |
| | | Screw-front round rods for card drawers . . . . . | | | | $1.40 |
| | 8056 | Same as **8051** except card drawers for 4 x 6 cards . . . . . | 63.50 | 72.00 | 6.75 | |
| | | Screw-front round rods for card drawers . . . . . | | | | 1.40 |
| 13 | 8250 | 4-drawer legal cap . . . . . | 58.00 | 64.00 | 6.50 | |
| | 8251 | 3-drawer legal cap with two double-row drawers for 3x5 cards . . . . . | 67.00 | 76.00 | 6.75 | |
| | | Screw-front round rods for card drawers . . . . . | | | | 1.40 |
| | 8256 | Same as **8251** except card drawers for 4 x 6 cards . . . . . | 67.50 | 76.50 | 6.75 | |
| | | Screw-front round rods in card drawers . . . . . | | | | 1.40 |
| 14 | 8150 | 5-drawer bill or credit . . . . | 62.00 | 70.00 | 6.75 | |
| | 8151 | 4-drawer bill or credit with 2 double-row drawers for 3x5 cards . . . . . | 75.00 | 86.00 | 7.25 | |
| | | Screw-front round rods for card drawers . . . . . | | | | 1.40 |
| 15 | 8450 | 8-drawer check, voucher, or note | 83.50 | 92.00 | 8.00 | |
| | 8550 | 4 triple-row drawer document or voucher . . . . . | 68.50 | 77.50 | 6.50 | |



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| Page | Cat. no. | Description | Olive green finish | Mahogany finish | Lock add'l | Rods add'l |
|---|---|---|---|---|---|---|
| 16 | 8357 | 7-drawer order or 5 x 8 card unit | $94.00 | $106.00 | $7.75 | |
| | 8059 | 8 double-row drawers for 4 x 6 cards | 89.00 | 97.00 | 8.00 | $5.60 |
| 17 | 8155 | 10 double-row drawers for 3 x 5 cards | 103.00 | 110.00 | 8.50 | 7.00 |
| | 81505 | 10 four-row drawers for half-size index cards (7.5 x 5.8 cm., approx. 3 x 2¼ in.) | 117.00 | 126.00 | 8.50 | 14.00 |
| 18 | 89520 | 20-drawer tabulating card | 153.00 | 167.00 | 12.00 | |
| | 8653 | Cupboard with 3 adjustable shelves. Fitted with lock | 48.00 | 58.00 | | |
| | | Extra shelves, plain | 2.50 | 2.50 | | |
| | | Extra shelves, roller | 3.75 | 3.75 | | |
| 19 | 8050S | 4-drawer correspondence. Same as **8050** except skeleton ends | 49.00 | 55.00 | 6.50 | |
| | 8250S | 4-drawer legal cap. Same as **8250** except skeleton ends | 51.50 | 58.00 | 6.50 | |
| | 8150S | 5-drawer bill. Same as **8150** except skeleton ends | 59.00 | 66.00 | 6.75 | |

## Bases, detachable ends and separators for steel vertical unit cabinets

| Page | Cat. no. | Description | Olive green finish | Mahogany finish |
|---|---|---|---|---|
| 19 | 8093 | Truck base for **8050, 8051, 8056** and **8050S** units | $25.50 | $25.50 |
| | 8094 | Truck base for **8250, 8251, 8256, 8550** and **8250S** units | 26.50 | 26.50 |
| | 8096.1 | Leg base | 2.25 | 2.75 |
| | 8096.1G | Leg base, glass feet | 3.25 | 3.75 |
| | 8085 | Detachable ends, per pair | 14.50 | 20.50 |
| | 8095S | Separators for **8050S, 8150S, 8250S,** skeleton end units | (Discontinued) | |



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## Steel vertical units—Commercial Standard

| Page | Cat. no. | Description | Olive green finish | Lock add'l |
|---|---|---|---|---|
| 20 | 8040 | 4-drawer correspondence . . . . | $38.50 | $6.50 |
| | | Without rods, deduct $1.40 | | |
| | 8140 | 5-drawer bill or credit . . . . . | 47.00 | 6.75 |
| | | Without rods, deduct $1.75 | | |
| | 8240 | 4-drawer legal . . . . . | 43.00 | 6.50 |
| | | Without rods, deduct $1.40 | | |

## Steel counter-hight unit cabinets

**All steel counter-hight units are one standard hight (42 in.) and depth (28⅛ in.) outside. Carried in stock in olive green and mahogany; other finishes to order. Units may be fitted with L. B. Automatic lock, controlling all drawers, at prices listed.**

**Prices are for units with battleship linoleum tops, steel bound. Plain steel top units supplied on order.**

| Page | Cat. no. | Description | Olive green finish | Mahogany finish | Lock add'l | Rods add'l |
|---|---|---|---|---|---|---|
| 23 | 8669 | Roller shelf map-book with roll curtain, 8 adjustable roller shelves | $134.00 | $147.50 | | |
| | | Additional shelves, each . . . . | 5.25 | 5.25 | | |
| 24 | 8060 | 3-drawer correspondence . . . . | 51.00 | 57.00 | $6.00 | |
| | 8260 | 3-drawer legal cap . . . . . | 57.00 | 64.00 | 6.00 | |
| 25 | 8460 | 6-drawer check, voucher or note . | 74.00 | 78.00 | 7.25 | |
| | 8164 | 8 double-row drawers for 3x5 cards | 94.00 | 100.00 | 8.00 | $5.60 |
| 26 | 8663 | Cupboard with 2 adjustable shelves. | | | | |
| | | Fitted with lock . . . . . | 50.00 | 57.00 | | |
| | | Additional plain shelves, each . . | 2.50 | 2.50 | | |
| | | Additional roller shelves, each . . | 3.75 | 3.75 | | |

## Bases and detachable ends for steel counter-hight unit cabinets

| Page | Cat. no. | Description | Olive green finish | Mahogany finish |
|---|---|---|---|---|
| 26 | 8099.1 | Leg base . . . . . | $2.25 | $2.75 |
| | 8099.1G | Leg base, glass feet . . . . . | 3.25 | 3.75 |
| | 8086 | Detachable ends, per pair . . . . | 13.50 | 20.00 |

(Shown on page 10 in catalog.)

## Semi-standard counter-hight units

The following units are of standard design but are not carried in stock.

| Page | Cat. no. | Description | Olive green finish | Mahogany finish | Lock add'l | Rods add'l |
|---|---|---|---|---|---|---|
| 26 | 8160 | 4-drawer bill or credit . . . . . | $60.50 | $67.00 | $6.50 | |
| | 8360 | 5-drawer order . . . . . | 84.00 | 93.00 | 7.00 | |
| | 8068 | 6 double-row drawers for 4x6 cards | 82.50 | 88.50 | 7.25 | $4.20 |
| | 8668 | Same as **8669**, without curtain . . | 96.50 | 101.50 | | |
| | | Additional shelves, each . . . . | 5.25 | 5.25 | | |



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## Steel horizontal unit cabinets

**All steel horizontal units are one standard width, 33 13/16 in. outside.** Carried in stock in olive green and mahogany; other finishes to order. Each unit may be fitted with lock controlling all drawers, at prices listed.

**Card trays are standard without rods. Screw-front round rods may** be furnished at 35 cents each additional.

All card and check trays are fitted with stop catches.

| Page | Cat. no. | Description | Olive green finish | Mahogany finish | Lock add'l | Rods add'l |
|---|---|---|---|---|---|---|
| 28 | 9365 | 5 trays for 3 x 5 cards . . . . . | $23.25 | $26.25 | $8.50 | $1.75 |
| | 93615 | 15 trays for 3 x 5 cards . . . . | 48.00 | 54.00 | 12.00 | 5.25 |
| | 9464 | 4 trays for 4 x 6 cards . . . . | 22.00 | 25.50 | 8.00 | 1.40 |
| 29 | 9468 | 8 trays for 4 x 6 cards . . . . . | 35.25 | 40.25 | 9.75 | 2.80 |
| | 9563 | 3 trays for 5 x 8 cards . . . . | 22.75 | 26.00 | 7.75 | 1.05 |
| | 9565 | 5 trays for 8 x 5 cards . . . . | 36.00 | 41.00 | 8.50 | 1.75 |
| 30 | 9060 | 2-drawer correspondence, 25¾ in. depth . . . . . | 33.75 | 38.00 | 7.25 | |
| | 9061 | 2-drawer correspondence, 18 in. depth . . . . . | 30.25 | 35.50 | 7.25 | |
| | 9260 | 2-drawer legal cap, 25¾ in. depth | 35.75 | 41.50 | 7.25 | |
| | 9261 | 2-drawer legal cap, 18 in. depth . . | 32.50 | 37.50 | 7.25 | |
| 31 | 9161 | 3-tray bill . . . . . | 29.00 | 32.50 | 7.75 | |
| | 9266 | 6-file document . . . . . | 28.50 | 33.25 | 8.75 | |
| | 97618 | 18-drawer flat legal blank . . . | 44.00 | 50.25 | 12.75 | |
| 32 | 9763 | 2-drawer storage . . . . . | 30.00 | 33.00 | 7.25 | |
| | 9765 | 4-drawer plan . . . . . | 43.75 | 50.25 | 8.00 | |
| | 9163 | 3-tray check or voucher . . . . | 23.50 | 27.00 | 7.75 | |
| 33 | 9766 | 6-drawer storage . . . . . | 37.75 | 42.75 | 8.75 | |
| | 9860 | Roller shelf unit, 25¾ in. depth. 3 adjustable roller shelves . . . | 33.75 | 35.50 | | |
| | | Extra shelves, each . . . . . | 4.50 | 4.50 | | |
| | 9861 | Roller shelf unit, 18 in. depth. 3 adjustable roller shelves . . . | 27.00 | 29.00 | | |
| | | Extra shelves, each . . . . . | 4.00 | 4.00 | | |



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| Page | Cat. no. | Description | Olive green finish | Mahogany finish | Lock add'l |
|---|---|---|---|---|---|
| 33 | 9660 | Low cupboard with doors, 25¾ in. depth | $29.50 | $35.50 | $5.00 |
| | 9661 | Low cupboard with doors, 18 in. depth | 24.50 | 28.50 | 5.00 |
| 34 | 9961 | Open bookcase | 15.50 | 16.75 | |
| | 9963 | High bookcase, sliding glass doors, 2 adjustable shelves | 37.50 | 41.50 | 5.50 |
| | | Extra shelves, each | 1.25 | 1.25 | |
| 35 | 9865 | Sliding reference shelf | 16.00 | 18.00 | |
| | 9867 | Ledge or filler | 7.00 | 7.75 | |
| | 9862 | Truck handle for 18 in. depth unit | 13.50 | 14.75 | |
| | 9863 | Truck handle for 25¾ in. depth unit | 17.50 | 19.00 | |

## Tops and bases for steel horizontal unit cabinets

| Page | Cat. no. | Description | Olive green finish | Mahogany finish |
|---|---|---|---|---|
| 35 | 90706 | Top or cornice for 25¾ in. depth unit | $7.25 | $9.00 |
| | 90716 | Top or cornice for 18 in. depth unit | 6.50 | 8.00 |
| 36 | 90926 | Truck base for 25¾ in. depth unit | 25.25 | 27.00 |
| | 90936 | Truck base for 18 in. depth unit | 23.50 | 24.75 |
| | | Two rods for tying units together and fastening to truck base, $4.25 | | |
| | 90806 | Low leg base, 25¾ in. depth. | 9.50 | 10.25 |
| | 90816 | Low leg base, 18 in. depth | 8.25 | 9.00 |
| | 90826 | High leg base, 25¾ in. depth | 13.25 | 15.00 |
| | 90836 | High leg base, 18 in. depth | 12.25 | 13.75 |



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## Steel demi-horizontal units

All steel demi-horizontal units are one standard width, 19⅜ in. outside. Carried in stock in olive green and mahogany; other finishes to order. Each unit may be fitted with lock controlling all drawers, at price listed.

Card trays are standard without rods. Screw-front round rods may be furnished at 35 cents each additional.

All card and check trays are fitted with stop catches.

| Page | Cat. no. | Description | Olive green finish | Mahogany finish | Lock add'l | Rods add'l |
|---|---|---|---|---|---|---|
| 38 | 9333 | 3 trays for 3 x 5 cards | $17.00 | $19.25 | $8.50 | $1.05 |
| | 9339 | 9 trays for 3 x 5 cards | 34.25 | 39.00 | 11.00 | 3.15 |
| | 9432 | 2 trays for 4 x 6 cards | 15.00 | 17.25 | 8.00 | .70 |
| 39 | 9532 | 2 trays for 5 x 8 cards | 18.00 | 21.00 | 8.00 | .70 |
| | 9533 | 3 trays for 8 x 5 cards | 24.75 | 28.50 | 8.50 | 1.05 |
| | 9131 | 1-tray bill | 18.00 | 20.50 | 5.00 | |
| 40 | 9030 | 1-drawer correspondence, 25¾ in. depth | 20.75 | 24.75 | 5.00 | |
| | 9031 | 1-drawer correspondence, 18 in. depth | 18.00 | 21.50 | 5.00 | |
| | 9230 | 1-drawer legal cap, 25¾ in. depth | 21.75 | 24.75 | 5.00 | |
| | 9231 | 1-drawer legal cap, 18 in. depth | 19.00 | 22.75 | 5.00 | |
| | 9233 | 3-file document | 19.00 | 21.25 | 8.50 | |
| 41 | 9134 | 3-tray combination check and document | 23.50 | 28.00 | | |
| | 9733 | 3-drawer flat legal blank | 16.25 | 19.00 | 8.50 | |
| | 9631 | Low cupboard, with door | 17.00 | 21.00 | 5.00 | |
| 42 | 9837 | Ledge or filler | 5.50 | 6.25 | | |

## Tops and bases for steel demi-horizontal units

| Page | Cat. no. | Description | Olive green finish | Mahogany finish |
|---|---|---|---|---|
| 42 | 90707 | Top or cornice for 25¾ in. depth unit | $5.50 | $7.50 |
| | 90717 | Top or cornice for 18 in. depth unit | 4.50 | 6.25 |
| | 90807 | Low leg base, 25¾ in. depth | 8.75 | 9.25 |
| | 90817 | Low leg base, 18 in. depth | 6.50 | 7.50 |
| | 90827 | High leg base, 25¾ in. depth | 10.50 | 11.50 |
| | 90837 | High leg base, 18 in. depth | 9.50 | 11.25 |



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## Steel card index tray cabinets

**All steel tray cabinets are 16¼ in. deep, front to back, outside. Carried in stock in olive green and mahogany; other finishes to order. Cabinets** may be fitted with lock controlling all trays, at prices listed.

**All trays are fitted with stop catches. Trays are standard without** rods, but screw-front round rods may be furnished at 35 cents per tray additional.

| Page | Cat. no. | Description | Olive green finish | Mahogany finish | Lock add'l | Rods add'l |
|---|---|---|---|---|---|---|
| | | **2-tray cabinets** | | | | |
| 43 | **2352** | For 3 x 5 cards | $13.25 | $17.50 | $7.25 | $ .70 |
| | **2452** | For 4 x 6 cards | 16.00 | 19.25 | 7.25 | .70 |
| | **2552** | For 5 x 8 cards | 21.00 | 25.75 | 7.25 | .70 |
| | | **4-tray cabinets** | | | | |
| 44 | **2354** | For 3 x 5 cards | $21.50 | $25.50 | $8.00 | $1.40 |
| | **2454** | For 4 x 6 cards | 26.00 | 30.25 | 8.00 | 1.40 |
| | **2554** | For 5 x 8 cards | 32.00 | 40.00 | 8.00 | 1.40 |
| | | **6-tray cabinets** | | | | |
| | **2356** | For 3 x 5 cards | $28.75 | $35.00 | $8.75 | $2.10 |
| | **2456** | For 4 x 6 cards | 35.00 | 39.75 | 8.75 | 2.10 |
| | **2556** | For 5 x 8 cards | 45.00 | 55.00 | 8.75 | 2.10 |
| | | **9-tray cabinets** | | | | |
| | **2359** | For 3 x 5 cards | $39.50 | $46.75 | $10.00 | $3.15 |
| | **2459** | For 4 x 6 cards | 42.75 | 51.50 | 10.00 | 3.15 |

## Unit steel storage shelving

Outside depth of all units, 15⅜ in. Outside width of unit with 24-in. shelves, 24 in. on centers; with 36-in. shelves, 36 in. on centers. Finished end ¾ in. thick.

Carried in stock in olive green finish.

### Units with open or skeleton back

| Page | Cat. no. | Hight | No. of shelves | Length of shelf | Initial unit with finished ends* | Add'l unit |
|---|---|---|---|---|---|---|
| 46 | **7013.4** | 7 ft. 4 in. | 7 | 24 in. | $28.70 | $16.70 |
| | **7013.5** | 7 ft. 4 in. | 7 | 36 in. | 32.70 | 20.70 |
| | **7014.4** | 9 ft. 4 in. | 9 | 24 in. | 34.15 | 19.55 |
| | **7014.5** | 9 ft. 4 in. | 9 | 36 in. | 38.95 | 24.35 |

* See note at top of page 9.



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## Units with full or closed back

| Page | Cat. no. | Hight | No. of shelves | Length of shelf | Initial unit with finished ends* | Add'l unit |
|---|---|---|---|---|---|---|
| 46 | 7013.2 | 7 ft. 4 in. | 7 | 24 in. | $30.70 | $18.70 |
| | 7013.3 | 7 ft. 4 in. | 7 | 36 in. | 35.95 | 23.95 |
| | 7014.2 | 9 ft. 4 in. | 9 | 24 in. | 37.15 | 22.55 |
| | 7014.3 | 9 ft. 4 in. | 9 | 36 in. | 43.35 | 28.75 |

***Finished ends are necessary only where the ends of the shelving are exposed to view, as the uprights will serve as ends. When ends are not required, deduct**

For each 7 ft. 4 in. hight unit, $4.20
For each 9 ft. 4 in. hight unit, 5.20

## Standing card ledger desk

These desks may be furnished on short notice in olive green or mahogany finish at prices listed.

| Page | Cat. no. | Description | Olive green finish | Mahogany finish |
|---|---|---|---|---|
| 47 | 7350.6 | Ten trays for 8 x 5 in. cards . . . | $322.00 | $356.00 |
| | 7350.5 | Eight trays for 8 x 6 in. cards . . | 322.00 | 356.00 |
| | 7350 | Without trays . . . . . | 280.00 | 310.00 |

Non-spilling inkwell fitted in above, $2.00.
Fitted with conduits and electric wires, $12.00.

## Steel unit card record desks

All steel unit card record desks are 32 in. high. Carried in stock in olive green finish; mahogany finish to order at prices listed.

Prices listed below are for desks with steel trays without rods. Trays fitted at front with bail compressor and follower of lever-clutch design.

| Page | Cat. no. | Description | Olive green finish | Mahogany finish |
|---|---|---|---|---|
| 49 | 7353.1 | Single desk, consisting of 1 unit fitted with six 3 x 5 in. trays, posting unit and end legs. Disappearing cover and lock for cover . . . . . | $104.50 | $114.00 |
| | | Lock for posting unit drawer, additional . . . . . | 4.75 | 4.75 |
| | 7353.2 | As above, with five 4 x 6 in. trays . . . . . | 104.25 | 113.75 |
| | 7353.3 | As above, with four 5 x 8 in. trays . . . . . | 104.00 | 113.50 |
| | 7353.6 | As above, with six 8 x 5 in. trays . . . . . | 112.00 | 121.50 |
| | 7353.7 | As above, with seven 6 x 4 in. trays . . . . . | 110.75 | 120.75 |
| | 7353.8 | As above, with four 10 x 8 in. trays . . . . . | 110.00 | 119.50 |
| | 7353.4 | As above, with three 9⅞ x 9⅞ in. trays . . . . . | 106.00 | 115.50 |
| | 7353.9 | As above, with three 10 x 8 in. trays with offset . . | 106.00 | 115.50 |
| | 7353.5 | As above, with three 9⅞ x 9⅞ in. trays with offset . . | 107.50 | 117.00 |
| | 7353.1D | Double desk, consisting of two units fitted with twelve 3 x 5 in. trays, and posting unit. Disappearing covers and locks for covers . . . . . | 174.25 | 190.00 |
| | | Locks for posting unit drawers, each additional . . | 4.75 | 4.75 |
| | 7353.2D | As above, with ten 4 x 6 in. trays . . . . . | 173.75 | 189.50 |
| | 7353.3D | As above, with eight 5 x 8 in. trays . . . . . | 173.25 | 189.00 |



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| Page | Cat. no. | Description | Olive green finish | Mahogany finish |
|---|---|---|---|---|
| 49 | 7353.6D | As above, with twelve 8 x 5 in. trays | $189.25 | $205.00 |
| | 7353.7D | As above, with fourteen 6 x 4 in. trays | 186.50 | 202.50 |
| | 7353.8D | As above, with eight 10 x 8 in. trays | 185.25 | 201.00 |
| | 7353.4D | As above, with six 9⅞ x 9⅞ in. trays | 177.25 | 193.00 |
| | 7353.9D | As above, with six 10 x 8 in. trays with offset | 177.25 | 193.00 |
| | 7353.5D | As above, with six 9⅞ x 9⅞ in. trays with offset | 180.25 | 199.00 |
| | 7290 | Chair for use with card record desks | 16.00 | 16.50 |

## Steel card ledger trays

Outside depth of all trays, including hardware, is 22⅛ in. Carried in stock in olive green and mahogany finishes.

Capacity of each tray, 1200 cards and guides. Screw-front round rod furnished in tray unless otherwise ordered. Offset cleats supplied when ordered at $1.00 per tray additional. Locks furnished when ordered at $5.00 per tray additional.

### Bank card ledger and statement trays

| Page | Cat. no. | Description | Olive green finish | Mahogany finish | Lock add'l |
|---|---|---|---|---|---|
| 52 | 1266 | For cards or statements 9½ in. high, 11¾ in. wide, with allowance for offset | $24.00 | $27.00 | $5.00 |
| | 1276 | Tray, same as **1266,** without cover | 20.00 | 22.50 | |
| | 1267 | For cards or statements 12 in. high, 11¾ in. wide, with allowance for offset | 24.25 | 27.00 | 5.00 |
| | 1277 | Tray, same as **1267,** without cover | 20.25 | 23.00 | |

### Commercial card ledger trays

| | | | | | |
|---|---|---|---|---|---|
| 52 | 1268 | For cards 9⅞ in. high, 9⅞ in. wide | $23.50 | $26.25 | $5.00 |
| | 1278 | Tray, same as **1268,** without cover | 19.50 | 22.00 | |
| | 1269 | For cards 10 in. high, 8 in. wide, with allowance for offset | 23.50 | 26.25 | 5.00 |
| | 1279 | Tray, same as **1269,** without cover | 19.50 | 22.00 | |
| | 1270 | For cards 9½ in. high, 11¾ in. wide | 23.25 | 26.00 | 5.00 |
| | 1280 | Tray, same as **1270,** without cover | 19.50 | 22.00 | |
| | 1271 | For cards 9⅞ in. high, 9⅞ in. wide, with allowance for offset | 23.25 | 26.00 | 5.00 |
| | 1281 | Tray, same as **1271,** without cover | 19.50 | 22.00 | |
| | | **Short depth** | | | |
| 52 | 1289 | For cards 10 in. high, 8 in. wide, with allowance for offset | 10.00 | 13.00 | |
| | 1291 | For cards 9⅞ in. high, 9⅞ in. wide, with allowance for offset | 10.00 | 13.00 | |
| | 1292.5 | For cards 8 in. high, 6 in. wide | 19.75 | | |



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## Adjustable leg bases for steel ledger trays

| Page | Cat. no. | Description | Olive green finish | Mahogany finish |
|---|---|---|---|---|
| 52 | **1266B** | For **1266, 1267, 1276** and **1277** trays | $14.00 | $16.00 |
| | **1270.1B** | For **1268, 1269, 1278** and **1279** trays | 14.00 | 16.00 |
| | **1270B** | For **1270, 1271, 1280** and **1281** trays | 14.00 | 16.00 |
| | **1288B** | For **1289** tray | 13.50 | 14.75 |
| | **1290B** | For **1291** tray | 13.50 | 14.75 |

## Steel vertical transfer units

All steel vertical transfer units are 51 in. high and 28⅛ in. deep outside.

| Page | Cat. no. | Description | Olive green finish |
|---|---|---|---|
| 53 | **8070** | 4-drawer correspondence | $27.00 |
| | **8170** | 5-drawer bill | 32.00 |
| | **8270** | 4-drawer legal cap | 29.00 |

Rods, followers and locks can be supplied at same price per drawer as for the one-drawer transfer units.

## Unit steel transfer cases

**Fitted with four rollers**

**All steel transfer cases are 27 in. deep outside. Finished in olive green enamel.**

| Page | Cat. no. | Description | Olive green finish | Lock add'l | Rods add'l | Followers add'l |
|---|---|---|---|---|---|---|
| 56 | **700** | Correspondence size | (Replaced by 750) | | | |
| | **701** | Bill size | (Replaced by 751) | | | |
| | **702** | Legal size | (Replaced by 752) | | | |
| | **750** | Correspondence size | $4.80 | $1.50 | $ .35 | $ .45 |
| | **751** | Bill size | 4.80 | 1.50 | .35 | .45 |
| | **752** | Legal size | 5.40 | 1.50 | .35 | .45 |
| | **753** | 3 x 5 card size | 13.00 | *1.50 | 1.40 | 1.40 |
| | **754** | 4'x 6 card size | 13.50 | *1.50 | 1.40 | 1.40 |
| | **755** | 5 x 8 card size | 11.25 | *1.50 | .70 | .70 |
| | **756** | 10 x 8 card size | 13.50 | *1.50 | .70 | .80 |
| | **757** | 9⅞ x 9⅞ card size | 8.25 | 1.50 | .35 | .40 |
| | **758** | 8 x 5 card size | 11.25 | *1.50 | .70 | .70 |
| | **759** | Tabulating card size | 18.00 | *1.50 | 1.40 | 1.40 |
| | **760** | 12 x 12 card size | 9.35 | 1.50 | .35 | .45 |
| | **764** | Check size | 11.25 | *1.50 | .70 | .40 |

* Lock additional per drawer.



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## Sanitary leg bases for steel ledger trays

| Page | Cat. no. | | Olive green finish |
|---|---|---|---|
| 55 | 720 | For **750** correspondence size case | $1.50 |
| | 721 | For **751** bill size case | 1.50 |
| | 722 | For **752** legal size case | 1.75 |

## L. B. Record safe

| Page | Cat. no. | | Olive green finish | Mahogany finish |
|---|---|---|---|---|
| 57 | 7701 | Double door safe | $400.00 | $450.00 |

## Bank teller's note box

| Page | Cat. no. | | | |
|---|---|---|---|---|
| 60 | 1241 | Note box complete with lock and rod | $17.50 | $19.50 |

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## General types of Library Bureau steel card and filing equipment


| | Cat. *Page no. | | Cat. *Page no. |
|---|---|---|---|
| Bank teller's note box | 60 | Map-book cabinets | 23 |
| Card index tray cabinets | 43-44 | Record safe | 57-59 |
| Card ledger trays | 50-52 | Standing card ledger desk | 47 |
| Card record desks | 48-49 | Storage shelving | 45-46 |
| Counter-hight vertical units | 21-26 | Tabulating card cabinets | 18 |
| Demi-horizontal units | 37-42 | Transfer cases | 53-56 |
| Horizontal units | 27-36 | Vertical units | 10-20 |


*The cabinets in this price list are arranged by page number of the catalog, which is given in the first column.



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Steel card and filing cabinets.

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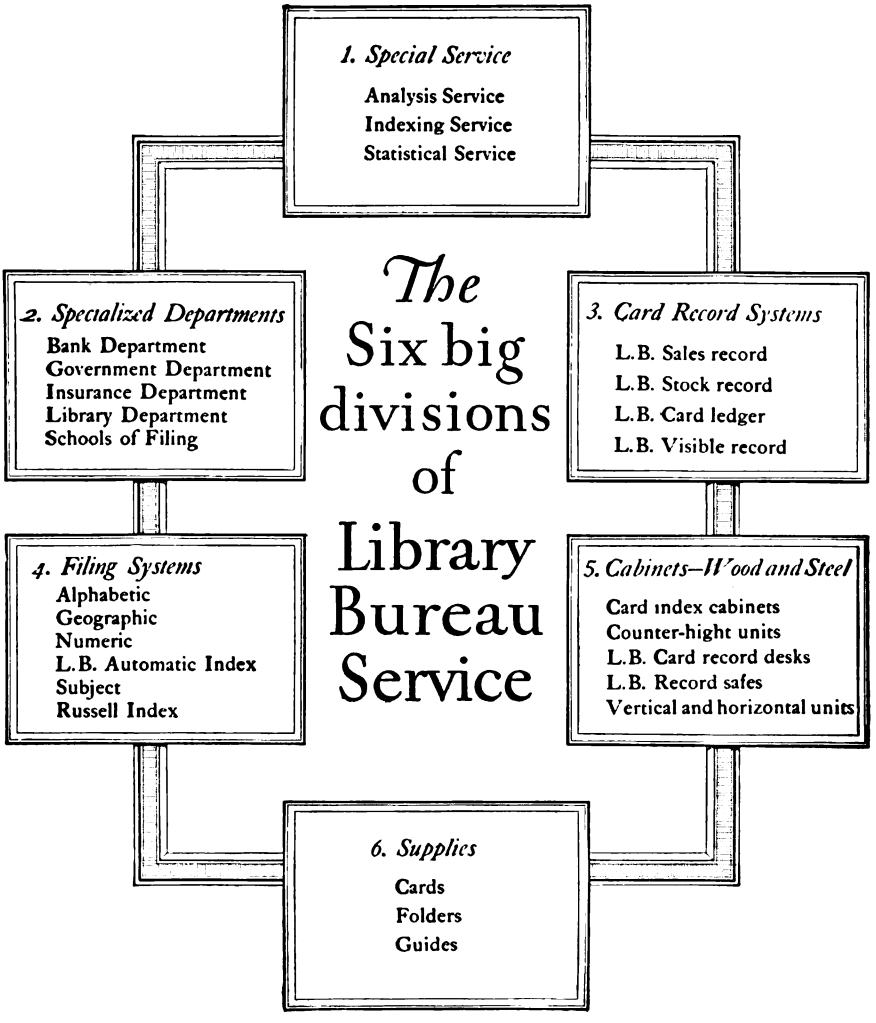


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# Price List

To be used with catalog no. 707

## "Steel card and filing cabinets"

**October 23, 1922**

**Subject to change without notice**

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# Price List
# "Steel card and filing cabinets"

**Cat. no. 707**

**October 23, 1922. Subject to change without notice**

## L. B. Steel vertical unit cabinets

All steel vertical units are one standard hight (51 in.), and depth (25¼ in.) outside. Carried in stock in olive green and mahogany; other finishes to order. Units may be fitted with L. B. Automatic lock, controlling all drawers, at prices listed below.

| Page | Cat. no. | Description | Olive green finish | Mahogany finish | Lock add'l | Rods add'l |
|---|---|---|---|---|---|---|
| 12 | 8050 | 4-drawer correspondence . . . | $52.00 | $59.00 | $6.50 | |
| | 8051 | 3-drawer correspondence with 2 double-row drawers for 3 x 5 cards . . . . . | 63.00 | 72.00 | 6.75 | |
| | | Screw-front round rods for card drawers . . . . . | | | | $1.40 |
| | 8056 | Same as **8051** except card drawers for 4 x 6 cards . . . . . | 63.50 | 72.00 | 6.75 | |
| | | Screw-front round rods for card drawers . . . . . | | | | 1.40 |
| 13 | 8250 | 4-drawer legal cap . . . . . | 58.00 | 64.00 | 6.50 | |
| | 8251 | 3-drawer legal cap with two double-row drawers for 3x5 cards . . . . . | 67.00 | 76.00 | 6.75 | |
| | | Screw-front round rods for card drawers . . . . . | | | | 1.40 |
| | 8256 | Same as **8251** except card drawers for 4 x 6 cards . . . . . | 67.50 | 76.50 | 6.75 | |
| | | Screw-front round rods in card drawers . . . . . | | | | 1.40 |
| 14 | 8150 | 5-drawer bill or credit . . . . | 62.00 | 70.00 | 6.75 | |
| | 8151 | 4-drawer bill or credit with 2 double-row drawers for 3x5 cards . . . . . | 75.00 | 86.00 | 7.25 | |
| | | Screw-front round rods for card drawers . . . . . | | | | 1.40 |
| 15 | 8450 | 8-drawer check, voucher, or note | 83.50 | 92.00 | 8.00 | |
| | 8550 | 4 triple-row drawer document or voucher . . . . . | 68.50 | 77.50 | 6.50 | |



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| Page | Cat. no. | Description | Olive green finish | Mahogany finish | Lock add'l | Rods add'l |
|---|---|---|---|---|---|---|
| 16 | 8357 | 7-drawer order or 5 x 8 card unit | $94.00 | $106.00 | $7.75 | |
| | 8059 | 8 double-row drawers for 4 x 6 cards | 89.00 | 97.00 | 8.00 | $5.60 |
| 17 | 8155 | 10 double-row drawers for 3 x 5 cards | 103.00 | 110.00 | 8.50 | 7.00 |
| | 81505 | 10 four-row drawers for half-size index cards (7.5 x 5.8 cm., approx. 3 x 2¼ in.) | 117.00 | 126.00 | 8.50 | 14.00 |
| 18 | 89520 | 20-drawer tabulating card | 153.00 | 167.00 | 12.00 | |
| | 8653 | Cupboard with 3 adjustable shelves. Fitted with lock | 48.00 | 58.00 | | |
| | | Extra shelves, plain | 2.50 | 2.50 | | |
| | | Extra shelves, roller | 3.75 | 3.75 | | |
| 19 | 8050S | 4-drawer correspondence. Same as **8050** except skeleton ends | 49.00 | 55.00 | 6.50 | |
| | 8250S | 4-drawer legal cap. Same as **8250** except skeleton ends | 51.50 | 58.00 | 6.50 | |
| | 8150S | 5-drawer bill. Same as **8150** except skeleton ends | 59.00 | 66.00 | 6.75 | |

## Bases, detachable ends and separators for steel vertical unit cabinets

| Page | Cat. no. | Description | Olive green finish | Mahogany finish |
|---|---|---|---|---|
| 19 | 8093 | Truck base for **8050, 8051, 8056** and **8050S** units | $25.50 | $25.50 |
| | 8094 | Truck base for **8250, 8251, 8256, 8550** and **8250S** units | 26.50 | 26.50 |
| | 8096.1 | Leg base | 2.25 | 2.75 |
| | 8096.1G | Leg base, glass feet | 3.25 | 3.75 |
| | 8085 | Detachable ends, per pair | 14.50 | 20.50 |
| | 8095S | Separators for **8050S, 8150S, 8250S**, skeleton end units | (Discontinued) | |



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## Steel vertical units—Commercial Standard

| Page | Cat. no. | Description | Olive green finish | Lock add'l |
|---|---|---|---|---|
| 20 | 8040 | 4-drawer correspondence . . . . | $38.50 | $6.50 |
| | | Without rods, deduct $1.40 | | |
| | 8140 | 5-drawer bill or credit . . . . . | 47.00 | 6.75 |
| | | Without rods, deduct $1.75 | | |
| | 8240 | 4-drawer legal . . . . . | 43.00 | 6.50 |
| | | Without rods, deduct $1.40 | | |

## Steel counter-hight unit cabinets

**All steel counter-hight units are one standard hight (42 in.) and depth (28½ in.) outside. Carried in stock in olive green and mahogany; other finishes to order. Units may be fitted with L. B. Automatic lock, controlling all drawers, at prices listed.**

**Prices are for units with battleship linoleum tops, steel bound. Plain steel top units supplied on order.**

| Page | Cat. no. | Description | Olive green finish | Mahogany finish | Lock add'l | Rods add'l |
|---|---|---|---|---|---|---|
| 23 | 8669 | Roller shelf map-book with roll curtain, 8 adjustable roller shelves | $134.00 | $147.50 | | |
| | | Additional shelves, each . . . . | 5.25 | 5.25 | | |
| 24 | 8060 | 3-drawer correspondence . . . . | 51.00 | 57.00 | $6.00 | |
| | 8260 | 3-drawer legal cap . . . . . | 57.00 | 64.00 | 6.00 | |
| 25 | 8460 | 6-drawer check, voucher or note . | 74.00 | 78.00 | 7.25 | |
| | 8164 | 8 double-row drawers for 3x5 cards | 94.00 | 100.00 | 8.00 | $5.60 |
| 26 | 8663 | Cupboard with 2 adjustable shelves. Fitted with lock . . . . . | 50.00 | 57.00 | | |
| | | Additional plain shelves, each . . | 2.50 | 2.50 | | |
| | | Additional roller shelves, each . . | 3.75 | 3.75 | | |

## Bases and detachable ends for steel counter-hight unit cabinets

| Page | Cat. no. | Description | Olive green finish | Mahogany finish |
|---|---|---|---|---|
| 26 | 8099.1 | Leg base . . . . . | $2.25 | $2.75 |
| | 8099.1G | Leg base, glass feet . . . . . | 3.25 | 3.75 |
| | 8086 | Detachable ends, per pair . . . . | 13.50 | 20.00 |

(Shown on page 10 in catalog.)

## Semi-standard counter-hight units

The following units are of standard design but are not carried in stock.

| Page | Cat. no. | Description | Olive green finish | Mahogany finish | Lock add'l | Rods add'l |
|---|---|---|---|---|---|---|
| 26 | 8160 | 4-drawer bill or credit . . . . . | $60.50 | $67.00 | $6.50 | |
| | 8360 | 5-drawer order . . . . . | 84.00 | 93.00 | 7.00 | |
| | 8068 | 6 double-row drawers for 4x6 cards | 82.50 | 88.50 | 7.25 | $4.20 |
| | 8668 | Same as **8669**, without curtain . . | 96.50 | 101.50 | | |
| | | Additional shelves, each . . . . | 5.25 | 5.25 | | |



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## Steel horizontal unit cabinets

All steel horizontal units are one standard width, 33 $18\frac{1}{16}$ in. outside. Carried in stock in olive green and mahogany; other finishes to order. Each unit may be fitted with lock controlling all drawers, at prices listed.

Card trays are standard without rods. Screw-front round rods may be furnished at 35 cents each additional.

All card and check trays are fitted with stop catches.

| Page | Cat. no. | Description | Olive green finish | Mahogany finish | Lock add'l | Rods add'l |
|---|---|---|---|---|---|---|
| 28 | 9365 | 5 trays for 3 x 5 cards | $23.25 | $26.25 | $8.50 | $1.75 |
| | 93615 | 15 trays for 3 x 5 cards | 48.00 | 54.00 | 12.00 | 5.25 |
| | 9464 | 4 trays for 4 x 6 cards | 22.00 | 25.50 | 8.00 | 1.40 |
| 29 | 9468 | 8 trays for 4 x 6 cards | 35.25 | 40.25 | 9.75 | 2.80 |
| | 9563 | 3 trays for 5 x 8 cards | 22.75 | 26.00 | 7.75 | 1.05 |
| | 9565 | 5 trays for 8 x 5 cards | 36.00 | 41.00 | 8.50 | 1.75 |
| 30 | 9060 | 2-drawer correspondence, 25¾ in. depth | 33.75 | 38.00 | 7.25 | |
| | 9061 | 2-drawer correspondence, 18 in. depth | 30.25 | 35.50 | 7.25 | |
| | 9260 | 2-drawer legal cap, 25¾ in. depth | 35.75 | 41.50 | 7.25 | |
| | 9261 | 2-drawer legal cap, 18 in. depth | 32.50 | 37.50 | 7.25 | |
| 31 | 9161 | 3-tray bill | 29.00 | 32.50 | 7.75 | |
| | 9266 | 6-file document | 28.50 | 33.25 | 8.75 | |
| | 97618 | 18-drawer flat legal blank | 44.00 | 50.25 | 12.75 | |
| 32 | 9763 | 2-drawer storage | 30.00 | 33.00 | 7.25 | |
| | 9765 | 4-drawer plan | 43.75 | 50.25 | 8.00 | |
| | 9163 | 3-tray check or voucher | 23.50 | 27.00 | 7.75 | |
| 33 | 9766 | 6-drawer storage | 37.75 | 42.75 | 8.75 | |
| | 9860 | Roller shelf unit, 25¾ in. depth. 3 adjustable roller shelves | 33.75 | 35.50 | | |
| | | Extra shelves, each | 4.50 | 4.50 | | |
| | 9861 | Roller shelf unit, 18 in. depth. 3 adjustable roller shelves | 27.00 | 29.00 | | |
| | | Extra shelves, each | 4.00 | 4.00 | | |



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| Page | Cat. no. | Description | Olive green finish | Mahogany finish | Lock add'l |
|---|---|---|---|---|---|
| 33 | 9660 | Low cupboard with doors, 25¾ in. depth | $29.50 | $35.50 | $5.00 |
| | 9661 | Low cupboard with doors, 18 in. depth | 24.50 | 28.50 | 5.00 |
| 34 | 9961 | Open bookcase | 15.50 | 16.75 | |
| | 9963 | High bookcase, sliding glass doors, 2 adjustable shelves | 37.50 | 41.50 | 5.50 |
| | | Extra shelves, each | 1.25 | 1.25 | |
| 35 | 9865 | Sliding reference shelf | 16.00 | 18.00 | |
| | 9867 | Ledge or filler | 7.00 | 7.75 | |
| | 9862 | Truck handle for 18 in. depth unit | 13.50 | 14.75 | |
| | 9863 | Truck handle for 25¾ in. depth unit | 17.50 | 19.00 | |

## Tops and bases for steel horizontal unit cabinets

| Page | Cat. no. | Description | Olive green finish | Mahogany finish |
|---|---|---|---|---|
| 35 | 90706 | Top or cornice for 25¾ in. depth unit | $7.25 | $9.00 |
| | 90716 | Top or cornice for 18 in. depth unit | 6.50 | 8.00 |
| 36 | 90926 | Truck base for 25¾ in. depth unit | 25.25 | 27.00 |
| | 90936 | Truck base for 18 in. depth unit | 23.50 | 24.75 |
| | | Two rods for tying units together and fastening to truck base, $4.25 | | |
| | 90806 | Low leg base, 25¾ in. depth. | 9.50 | 10.25 |
| | 90816 | Low leg base, 18 in. depth | 8.25 | 9.00 |
| | 90826 | High leg base, 25¾ in. depth | 13.25 | 15.00 |
| | 90836 | High leg base, 18 in. depth | 12.25 | 13.75 |



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## Steel demi-horizontal units

All steel demi-horizontal units are one standard width, 19⅜ in. outside. Carried in stock in olive green and mahogany; other finishes to order. Each unit may be fitted with lock controlling all drawers, at price listed.

Card trays are standard without rods. Screw-front round rods may be furnished at 35 cents each additional.

All card and check trays are fitted with stop catches.

| Page | Cat. no. | Description | Olive green finish | Mahogany finish | Lock add'l | Rods add'l |
|---|---|---|---|---|---|---|
| 38 | 9333 | 3 trays for 3 x 5 cards | $17.00 | $19.25 | $8.50 | $1.05 |
| | 9339 | 9 trays for 3 x 5 cards | 34.25 | 39.00 | 11.00 | 3.15 |
| | 9432 | 2 trays for 4 x 6 cards | 15.00 | 17.25 | 8.00 | .70 |
| 39 | 9532 | 2 trays for 5 x 8 cards | 18.00 | 21.00 | 8.00 | .70 |
| | 9533 | 3 trays for 8 x 5 cards | 24.75 | 28.50 | 8.50 | 1.05 |
| | 9131 | 1-tray bill | 18.00 | 20.50 | 5.00 | |
| 40 | 9030 | 1-drawer correspondence, 25¾ in. depth | 20.75 | 24.75 | 5.00 | |
| | 9031 | 1-drawer correspondence, 18 in. depth | 18.00 | 21.50 | 5.00 | |
| | 9230 | 1-drawer legal cap, 25¾ in. depth | 21.75 | 24.75 | 5.00 | |
| | 9231 | 1-drawer legal cap, 18 in. depth | 19.00 | 22.75 | 5.00 | |
| | 9233 | 3-file document | 19.00 | 21.25 | 8.50 | |
| 41 | 9134 | 3-tray combination check and document | 23.50 | 28.00 | | |
| | 9733 | 3-drawer flat legal blank | 16.25 | 19.00 | 8.50 | |
| | 9631 | Low cupboard, with door | 17.00 | 21.00 | 5.00 | |
| 42 | 9837 | Ledge or filler | 5.50 | 6.25 | | |

## Tops and bases for steel demi-horizontal units

| Page | Cat. no. | Description | Olive green finish | Mahogany finish |
|---|---|---|---|---|
| 42 | 90707 | Top or cornice for 25¾ in. depth unit | $5.50 | $7.50 |
| | 90717 | Top or cornice for 18 in. depth unit | 4.50 | 6.25 |
| | 90807 | Low leg base, 25¾ in. depth | 8.75 | 9.25 |
| | 90817 | Low leg base, 18 in. depth | 6.50 | 7.50 |
| | 90827 | High leg base, 25¾ in. depth | 10.50 | 11.50 |
| | 90837 | High leg base, 18 in. depth | 9.50 | 11.25 |



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## Steel card index tray cabinets

All steel tray cabinets are 16¼ in. deep, front to back, outside. Carried in stock in olive green and mahogany; other finishes to order. Cabinets may be fitted with lock controlling all trays, at prices listed.

All trays are fitted with stop catches. Trays are standard without rods, but screw-front round rods may be furnished at 35 cents per tray additional.

| Page | Cat. no. | Description | Olive green finish | Mahogany finish | Lock add'l | Rods add'l |
|---|---|---|---|---|---|---|
| | | **2-tray cabinets** | | | | |
| 43 | 2352 | For 3 x 5 cards | $13.25 | $17.50 | $7.25 | $ .70 |
| | 2452 | For 4 x 6 cards | 16.00 | 19.25 | 7.25 | .70 |
| | 2552 | For 5 x 8 cards | 21.00 | 25.75 | 7.25 | .70 |
| | | **4-tray cabinets** | | | | |
| 44 | 2354 | For 3 x 5 cards | $21.50 | $25.50 | $8.00 | $1.40 |
| | 2454 | For 4 x 6 cards | 26.00 | 30.25 | 8.00 | 1.40 |
| | 2554 | For 5 x 8 cards | 32.00 | 40.00 | 8.00 | 1.40 |
| | | **6-tray cabinets** | | | | |
| | 2356 | For 3 x 5 cards | $28.75 | $35.00 | $8.75 | $2.10 |
| | 2456 | For 4 x 6 cards | 35.00 | 39.75 | 8.75 | 2.10 |
| | 2556 | For 5 x 8 cards | 45.00 | 55.00 | 8.75 | 2.10 |
| | | **9-tray cabinets** | | | | |
| | 2359 | For 3 x 5 cards | $39.50 | $46.75 | $10.00 | $3.15 |
| | 2459 | For 4 x 6 cards | 42.75 | 51.50 | 10.00 | 3.15 |

## Unit steel storage shelving

Outside depth of all units, 15⅜ in. Outside width of unit with 24-in. shelves, 24 in. on centers; with 36-in. shelves, 36 in. on centers. Finished end ¾ in. thick.

Carried in stock in olive green finish.

### Units with open or skeleton back

| Page | Cat. no. | Hight | No. of shelves | Length of shelf | Initial unit with finished ends* | Add'l unit |
|---|---|---|---|---|---|---|
| 46 | 7013.4 | 7 ft. 4 in. | 7 | 24 in. | $28.70 | $16.70 |
| | 7013.5 | 7 ft. 4 in. | 7 | 36 in. | 32.70 | 20.70 |
| | 7014.4 | 9 ft. 4 in. | 9 | 24 in. | 34.15 | 19.55 |
| | 7014.5 | 9 ft. 4 in. | 9 | 36 in. | 38.95 | 24.35 |

* See note at top of page 9.



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## Units with full or closed back

| Page | Cat. no. | Hight | No. of shelves | Length of shelf | Initial unit with finished ends* | Add'l unit |
|---|---|---|---|---|---|---|
| 46 | 7013.2 | 7 ft. 4 in. | 7 | 24 in. | $30.70 | $18.70 |
| | 7013.3 | 7 ft. 4 in. | 7 | 36 in. | 35.95 | 23.95 |
| | 7014.2 | 9 ft. 4 in. | 9 | 24 in. | 37.15 | 22.55 |
| | 7014.3 | 9 ft. 4 in. | 9 | 36 in. | 43.35 | 28.75 |

*Finished ends are necessary only where the ends of the shelving are exposed to view, as the uprights will serve as ends. When ends are not required, deduct

For each 7 ft. 4 in. hight unit, $4.20
For each 9 ft. 4 in. hight unit, 5.20

## Standing card ledger desk

These desks may be furnished on short notice in olive green or mahogany finish at prices listed.

| Page | Cat. no. | Description | Olive green finish | Mahogany finish |
|---|---|---|---|---|
| 47 | 7350.6 | Ten trays for 8 x 5 in. cards . . . | $322.00 | $356.00 |
| | 7350.5 | Eight trays for 8 x 6 in. cards . . | 322.00 | 356.00 |
| | 7350 | Without trays . . . . . | 280.00 | 310.00 |

Non-spilling inkwell fitted in above, $2.00.
Fitted with conduits and electric wires, $12.00.

## Steel unit card record desks

All steel unit card record desks are 32 in. high. Carried in stock in olive green finish; mahogany finish to order at prices listed.

Prices listed below are for desks with steel trays without rods. Trays fitted at front with bail compressor and follower of lever-clutch design.

| Page | Cat. no. | Description | Olive green finish | Mahogany finish |
|---|---|---|---|---|
| 49 | 7353.1 | Single desk, consisting of 1 unit fitted with six 3 x 5 in. trays, posting unit and end legs. Disappearing cover and lock for cover . . . . . | $104.50 | $114.00 |
| | | Lock for posting unit drawer, additional . . . . . | 4.75 | 4.75 |
| | 7353.2 | As above, with five 4 x 6 in. trays . . . . . | 104.25 | 113.75 |
| | 7353.3 | As above, with four 5 x 8 in. trays . . . . . | 104.00 | 113.50 |
| | 7353.6 | As above, with six 8 x 5 in. trays . . . . . | 112.00 | 121.50 |
| | 7353.7 | As above, with seven 6 x 4 in. trays . . . . . | 110.75 | 120.75 |
| | 7353.8 | As above, with four 10 x 8 in. trays . . . . . | 110.00 | 119.50 |
| | 7353.4 | As above, with three 9⅞ x 9⅞ in. trays . . . . . | 106.00 | 115.50 |
| | 7353.9 | As above, with three 10 x 8 in. trays with offset . . | 106.00 | 115.50 |
| | 7353.5 | As above, with three 9⅞ x 9⅞ in. trays with offset . . | 107.50 | 117.00 |
| | 7353.1D | Double desk, consisting of two units fitted with twelve 3 x 5 in. trays, and posting unit. Disappearing covers and locks for covers . . . . . | 174.25 | 190.00 |
| | | Locks for posting unit drawers, each additional . . | 4.75 | 4.75 |
| | 7353.2D | As above, with ten 4 x 6 in. trays . . . . . | 173.75 | 189.50 |
| | 7353.3D | As above, with eight 5 x 8 in. trays . . . . . | 173.25 | 189.00 |



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| Page | Cat. no. | Description | Olive green finish | Mahogany finish |
|---|---|---|---|---|
| 49 | 7353.6D | As above, with twelve 8 x 5 in. trays | $189.25 | $205.00 |
| | 7353.7D | As above, with fourteen 6 x 4 in. trays | 186.50 | 202.50 |
| | 7353.8D | As above, with eight 10 x 8 in. trays | 185.25 | 201.00 |
| | 7353.4D | As above, with six 9⅞ x 9⅞ in. trays | 177.25 | 193.00 |
| | 7353.9D | As above, with six 10 x 8 in. trays with offset | 177.25 | 193.00 |
| | 7353.5D | As above, with six 9⅞ x 9⅞ in. trays with offset | 180.25 | 199.00 |
| | 7290 | Chair for use with card record desks | 16.00 | 16.50 |

## Steel card ledger trays

Outside depth of all trays, including hardware, is 22⅛ in. Carried in stock in olive green and mahogany finishes.

Capacity of each tray, 1200 cards and guides. Screw-front round rod furnished in tray unless otherwise ordered. Offset cleats supplied when ordered at $1.00 per tray additional. Locks furnished when ordered at $5.00 per tray additional.

### Bank card ledger and statement trays

| Page | Cat. no. | Description | Olive green finish | Mahogany finish | Lock add'l |
|---|---|---|---|---|---|
| 52 | 1266 | For cards or statements 9½ in. high, 11¾ in. wide, with allowance for offset | $24.00 | $27.00 | $5.00 |
| | 1276 | Tray, same as **1266,** without cover | 20.00 | 22.50 | |
| | 1267 | For cards or statements 12 in. high, 11¾ in. wide, with allowance for offset | 24.25 | 27.00 | 5.00 |
| | 1277 | Tray, same as **1267,** without cover | 20.25 | 23.00 | |

### Commercial card ledger trays

| | | | | | |
|---|---|---|---|---|---|
| 52 | 1268 | For cards 9⅞ in. high, 9⅞ in. wide | $23.50 | $26.25 | $5.00 |
| | 1278 | Tray, same as **1268,** without cover | 19.50 | 22.00 | |
| | 1269 | For cards 10 in. high, 8 in. wide, with allowance for offset | 23.50 | 26.25 | 5.00 |
| | 1279 | Tray, same as **1269,** without cover | 19.50 | 22.00 | |
| | 1270 | For cards 9½ in. high, 11¾ in. wide | 23.25 | 26.00 | 5.00 |
| | 1280 | Tray, same as **1270,** without cover | 19.50 | 22.00 | |
| | 1271 | For cards 9⅞ in. high, 9⅞ in. wide, with allowance for offset | 23.25 | 26.00 | 5.00 |
| | 1281 | Tray, same as **1271,** without cover | 19.50 | 22.00 | |
| | | **Short depth** | | | |
| 52 | 1289 | For cards 10 in. high, 8 in. wide, with allowance for offset | 10.00 | 13.00 | |
| | 1291 | For cards 9⅞ in. high, 9⅞ in. wide, with allowance for offset | 10.00 | 13.00 | |
| | 1292.5 | For cards 8 in. high, 6 in. wide | 19.75 | | |



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## Adjustable leg bases for steel ledger trays

| Page | Cat. no. | Description | Olive green finish | Mahogany finish |
|---|---|---|---|---|
| 52 | **1266B** | For **1266, 1267, 1276** and **1277** trays | $14.00 | $16.00 |
| | **1270.1B** | For **1268, 1269, 1278** and **1279** trays | 14.00 | 16.00 |
| | **1270B** | For **1270, 1271, 1280** and **1281** trays | 14.00 | 16.00 |
| | **1288B** | For **1289** tray | 13.50 | 14.75 |
| | **1290B** | For **1291** tray | 13.50 | 14.75 |

## Steel vertical transfer units

All steel vertical transfer units are 51 in. high and 28⅛ in. deep outside.

| Page | Cat. no. | Description | Olive green finish |
|---|---|---|---|
| 53 | **8070** | 4-drawer correspondence | $27.00 |
| | **8170** | 5-drawer bill | 32.00 |
| | **8270** | 4-drawer legal cap | 29.00 |

Rods, followers and locks can be supplied at same price per drawer as for the one-drawer transfer units.

## Unit steel transfer cases

**Fitted with four rollers**

**All steel transfer cases are 27 in. deep outside. Finished in olive green enamel.**

| Page | Cat. no. | Description | Olive green finish | Lock add'l | Rods add'l | Followers add'l |
|---|---|---|---|---|---|---|
| 56 | **700** | Correspondence size | (Replaced by 750) | | | |
| | **701** | Bill size | (Replaced by 751) | | | |
| | **702** | Legal size | (Replaced by 752) | | | |
| | **750** | Correspondence size | $4.80 | $1.50 | $ .35 | $ .45 |
| | **751** | Bill size | 4.80 | 1.50 | .35 | .45 |
| | **752** | Legal size | 5.40 | 1.50 | .35 | .45 |
| | **753** | 3 x 5 card size | 13.00 | *1.50 | 1.40 | 1.40 |
| | **754** | 4 x 6 card size | 13.50 | *1.50 | 1.40 | 1.40 |
| | **755** | 5 x 8 card size | 11.25 | *1.50 | .70 | .70 |
| | **756** | 10 x 8 card size | 13.50 | *1.50 | .70 | .80 |
| | **757** | 9⅞ x 9⅞ card size | 8.25 | 1.50 | .35 | .40 |
| | **758** | 8 x 5 card size | 11.25 | *1.50 | .70 | .70 |
| | **759** | Tabulating card size | 18.00 | *1.50 | 1.40 | 1.40 |
| | **760** | 12 x 12 card size | 9.35 | 1.50 | .35 | .45 |
| | **764** | Check size | 11.25 | *1.50 | .70 | .40 |

* Lock additional per drawer.



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## Sanitary leg bases for steel ledger trays

| Page | Cat. no. | | Olive green finish |
|---|---|---|---|
| 55 | 720 | For **750** correspondence size case | $1.50 |
| | 721 | For **751** bill size case | 1.50 |
| | 722 | For **752** legal size case | 1.75 |

## L. B. Record safe

| Page | Cat. no. | | Olive green finish | Mahogany finish |
|---|---|---|---|---|
| 57 | 7701 | Double door safe | $400.00 | $450.00 |

## Bank teller's note box

| Page | Cat. no. | | |
|---|---|---|---|
| 60 | 1241 | Note box complete with lock and rod | $17.50 | $19.50 |

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## General types of Library Bureau steel card and filing equipment


| | Cat. *Page no. | | Cat. *Page no. |
|---|---|---|---|
| Bank teller's note box | 60 | Map-book cabinets | 23 |
| Card index tray cabinets | 43-44 | Record safe | 57-59 |
| Card ledger trays | 50-52 | Standing card ledger desk | 47 |
| Card record desks | 48-49 | Storage shelving | 45-46 |
| Counter-hight vertical units | 21-26 | Tabulating card cabinets | 18 |
| Demi-horizontal units | 37-42 | Transfer cases | 53-56 |
| Horizontal units | 27-36 | Vertical units | 10-20 |


*The cabinets in this price list are arranged by page number of the catalog, which is given in the first column.



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